Excellence Through Training

LANTFLT MTAT

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL
INVENTORY MANAGEMENT
S-6 and S-8 DIVISIONS

MANAGEMENT TRAINING AND ASSISTANCE TEAM

APPROVED BY:

CODE N412C	**MTAT PROJECT MGR**

LANTFLTMTATPUB
IBSFPD - 009
REV: SEPT 00

Date: _____

MEMORANDUM

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), RECOMMENDATIONS FOR**

1. Type of recommendation:

( ) Revision ( ) Change
( ) Addition ( ) Deletion

2. The following are the recommendations for improvement of the PDP pertaining to paragraph _____:

( ) Attached ( ) As follows:

_____
_____
_____
_____
_____
_____

_____
(Requester's Signature)

ENDORSEMENT

From: _____
To: CNAL MTAT Project Manager

Subj: **IMPROVEMENT OF THE SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP), TASKING FOR**

1. The above recommendations are:

( ) Approved ( ) Disapproved

2. Request take appropriate action.

Date: _____ _____
Control # _____ (Approval Signature)

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

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This section contains the desk guide that provides you with the most complete and specific information as well as the step-by-step procedures you require to conduct general inventories correctly.

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This section contains the TYCOM MTAT lesson plans that relate directly to general-inventory management.

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

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AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR
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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

STUDY GUIDE
SECTION 2

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

GENERAL INVENTORY MANAGEMENT PROCEDURES

FOR THE IBS COORDINATOR

STUDY GUIDE

SECTION 2

CONTROL RECORD

Trainee Name: _____

Start Date: _____

Target Completion Date: _____

Actual Completion Date: _____

Certified By:

Supervisor	Date	Div. LCPO/Div. Officer	Date
_____	_____	_____	_____

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SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 2: STUDENT STUDY GUIDE

A. INTRODUCTION

1. General.

a. IBS Version 4.0. This upgrade of the Integrated Barcode System (IBS) Program includes all changes requested by fleet users and prepares the IBS Program for operation in the forthcoming SNAP III environment. This guide includes all features and processing procedures for Version 4.0 of the IBS Program.

b. Advantages. The IBS Program allows you to collect data using bar-code laser scanning equipment. Some of the advantages from this are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

c. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) Financial supervisors and personnel in the Stock Control Division on the ship,

(2) AV-207 inventory and financial managers and the Comptroller at the type commander,

(3) Inventory and financial managers at the Defense Finance and Accounting Service (DFAS).

2. System Administration. The System Administration (Sys Admin) Option allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to which of the following functions an operator requires access:

a. Scheduling inventories;
b. Q-COSAL and system administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location audit, and consolidation functions.

3. Site Setup. This option allows you to select the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system uses this information for validation purposes when processing receipts and when executing other types of IBS functions.

b. Site Service Code. This data field is a one-digit character that identifies the fleet that has cognizance over the site. The system uses this information for validation purposes when processing receipts and when executing other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system uses this information for validation purposes when processing receipts and when executing other types of IBS functions.

d. Forced Receipt Days. This data field is a numeric value that ship or unit personnel assign based on TYCOM guidelines. It determines how many days may pass before the IBS Program arbitrarily completes stow transactions that do not have corresponding RIP transactions on file and RIP or stow transactions that have only a

partial match. The system suspends the transaction forced into SUADPS-RT and requires that you investigate why the DI X72 transaction did not process. Failure to research and rectify the discrepancy can have a negative impact on the number and value of gross inventory adjustments (GIA).

e. DTO POD Indicator. This data field allows you to select several cognizance symbols or serial-number series for material that requires proof-of-delivery processing. This is because, some direct turn-over (DTO) requisitions require close monitoring. When you set this indicator, the program treats a DTO requisition as a stock record that requires a match between DI X72 and X71 transactions.

f. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. The PC in S-8 will be in direct connection with the Host and thus will have a "normal-site" processing configuration.

g. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units supported by your activity. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

h. Process X72s. Selection of this option allows the IBS Program to send receipt-in-process transactions to SUADPS-RT. This option is for use only if you need to send RIP data to SUADPS-RT. DI X72 transactions will remain on the PC until you select this option. In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because "Windows" provides for the use of a system clock.

4. Common Options. Version 4.0 of the IBS Program allows you to use the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. First. This option allows you to access the first record on file.

f. Help. This option allows you to access the On-line Help Screen.

g. **Last.** This option allows you to access the last record on file.

h. **Next.** This option allows you to access the record that is on file immediately after the one on the screen.

i. **OK.** This option allows you to input data or to continue a process.

j. **Previous.** This option allows you to access the record that is on file just before the one on the screen.

k. **Print.** This option allows you to print a report.

l. **Update.** This option allows you to input a change or modification to a record already on file.

5. Help Function. The IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. **Contents.** This option allows you to view all the data related to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish.

b. **Calculator.** This option provides the same functions as a standard calculator.

c. **Calendar.** This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying required runs.

d. **About.** This option provides information about the development of Version 4.0 of the IBS Program. The selections near the top of the Help Window can help you locate desired information. Brief descriptions of the options available are as follows:

(1) **Contents.** This option shows a list of help topics available for the active module.

(2) **Search.** When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic that you viewed.

(4) History. This option shows a chronological list of all help topics viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader allows you to gather data for input to inventory, location audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). In the receiving process, for instance, a scanner can collect required information without requiring that personnel pull the shipping document from the material. The scanner also eliminates the vast number of hours previously expended by personnel in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. The lens on the bar-code pencil wand must always be clean; otherwise, it will not read a bar-code label efficiently. A cracked lens will not allow it to read a bar-code label. In short, both the bar-code laser gun and the bar-code pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location audit, receipt, and relocation data from bar-code labels. In the event that there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). The cable connects the plug connection on the INTERMEC 9440 Scanner Reader to the communication's port (comport) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. The NiCad battery pack, when fully charged, supplies 750 hours of power to the reader.

e. Battery Charger. Keeping a full charge on these rechargeable batteries seems to be an endless battle. For personnel with this responsibility, the *HM Electronics System 90 Multi-station Battery Charger* is very useful. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots.

f. Internal Battery. Do not attempt to change internal lithium batteries in INTERMEC 9440 readers. Command MTAT personnel will change them for you as long as you provide the batteries. Usual turn-around time is one week, but may be longer depending on the number of batteries you send and the location of your ship.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) Windows Printer Driver,
(5) Codewriter 4102.
(6) INTERMEC 4100

h. Bar-code Label Printer Supplies. These are as follows:

(1) Label stock,
(2) Printer ribbon,
(3) Laminate tape.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Inventory,
(2) Location Audit,

(3) Receiving,
(4) Next Screen.

b. The following options appear on the second screen of the main menu;

(1) Relocation,
(2) Transfer,
(3) System Administration,
(4) Help Option.

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once.

11. SUADPS-RT Interface. You cannot transfer inventory, location audit, receiving, or relocation information you obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item you find in a new location during a location audit, or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction for an item with a quantity of zero in a particular location.

12. Process Selection. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. INTERMEC 9440 Scanner Number. This number appears on a tag attached to the scanner. The PC uses the number to track transfers of scanner data. You cannot transfer data from two INTERMEC 9440 scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must ensure no records remain on the scanners and then use the SysAdmin Function to check date and time data. Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions required depends on the status or condition of each individual scanner. The type of processing completed also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and also to add other records.

17. Recount Function.

a. Overview. This option allows you to select all records with an NSN and inventory-count quantities that do not match the on-hand quantities in the BMF. The recount process provides you with the capability to check all discrepancies before making inventory adjustments. If the recount process produces a count quantity that is different from the initial count, the process over-writes the initial-count quantity with the quantity on the recount adjustment record. You can only initiate this process for a particular inventory after completing the first-count process.

b. Recount Control.

(1) General. This process increases the administrative efforts required to control an inventory by potentially doubling the number of scanners outstanding. In other words, during the initial-count process, there are scanners with two types of data outstanding: scanner count and scanner-count, quality-assurance (QA) data. However, if you were to initiate a recount process before completing the initial count, you would have two additional types of scanner data outstanding: scanner recount and scanner recount QA data. Therefore, the IBS Program does not allow you to initiate a recount process before the initial-count process is complete.

(2) Log Book. Ensure you issue the appropriate scanners to the proper personnel; also, ensure you are able to account for them at all times. It is advisable that you establish a log book to assist you in controlling scanners.

c. Set Up Inventory Recount. This process allows you to establish an inventory recount process. You can execute this process for an IBS inventory. The procedures for the recount process are identical for all inventories.

18. Inventory Management.

a. General. As an inventory management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory control and related procedures in this section have the following objectives:

(1) Ensure the accuracy of the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports;

(3) Ensure effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for inventory and location validity improvement programs;

(4) Provides managers with reports to easily identify problem areas and initiate corrective actions;

(5) Minimizes the number of erroneous records that suspend in SUADPS-RT;

(6) Provides validation attributes that allow you to readily identify and correct problems;

(7) Serves as a tool to reconcile discrepancies on various output products;

(8) Reduces the workload by accomplishing *up-front* validation and error correction;

(9) Enhances causative research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values.

d. Inventory Frequency. Personnel conduct periodic physical inventories to determine the accuracy of and reconcile differences between storeroom quantities and data on BMF stock records. The frequency of inventories depends on the type of material involved and the degree of record validity. Schedule physical inventories so as to permit the following:

(1) Accurate and timely counts,
(2) Both preliminary and causative research,
(3) Reliable posting of records.

e. Inventory Requirements. Current directives require an inventory validity of 90% for the physical count of material and 98% for the validity of material within locations.

19. General-inventory Process.

a. General. This is the inventory of a specific commodity or special material. This function provides the ability to conduct inventories for specialized material located in many storage areas by allowing you to establish parameters for a more specific selection criteria. The purpose of a general-inventory process is to gather information for use in comparing inventory-count data to data in the BMF. The program allows you to conduct the following processes:

(1) Specific Commodity Inventory. This involves the physical count of all items that comprise a specific segment of material. You can select material by a specific cognizance (COG) symbol, federal supply classification (FSC) code, special material identification code (SMIC), shelf-life code, material control code (MCC), or other indicator.

(2) Special Material Inventory. This involves the physical count of all items that require separate identification and inventory control. Some examples of this type of material are hazardous, classified, repairable, or pilferable material.

(3) Velocity Inventory. Previous experience shows that the number of stock record errors increases in the same proportion that the number of issues increases. Therefore, it is a wise practice to concentrate on items that have high demand and a central location. Examples of this category of material includes POS items, high-velocity-demand consumables, and others.

b. General-inventory Schedule. Current TYCOM policies require that SAC-207 and AV-207 activities conduct inventories on a regular pre-determined schedule. Inventories are necessary to ensure you maintain effective control of material in order to accomplish mission requirements. Below is a list of material meeting this criteria and the specific frequency of inventory for each:

Inventory Category	Frequency
Classified Material	Quarterly
Medicinal	Quarterly
Flight Clothing	Quarterly
Operating Space Items and Material in the Custody of Other Departments	Quarterly
Maintenance Assistance Modules	Semi-annually
Test Bench Installation Items	Semi-annually
Ready Service Spares	Semi-annually
Q-COSAL Material	Semi-annually
Controlled Equipage	Annually
Hazardous Material	Annually
Depot Level Repairables	As directed
Demand-based Items or Peacetime Operating Stock	Annually

c. Procedures. The IBS Program allows you to select the particular items that require inventory. The process involves transferring data to scanners that inventory teams use to read bar-code labels on material as well as on locations. The program also generates handscribe cards for items you find in target storage locations without a corresponding record in the BMF. In addition, the IBS Program internally generates inventory adjustments that you must apply to SUADPS-RT at a later time. The general-inventory process involves the following:

(1) Initiating the Inventory. The first step in this process is to schedule the general inventory. For this, the requester must provide parameters and material category selections to the IBS Coordinator. The program selects the items specified, transfers parameters to SUADPS-RT, and flags BMF records. It then transfers records flagged to the PC configured for IBS processing. After that, it

transfers the data to INTERMEC scanners for use by the Inventory Team. Personnel then proceed to the appropriate area to count the material.

(2) Recording Inventory Results. Next you transfer the data that personnel collected on scanners to the PC. This process is known as an update. Generate reports after each update to keep managers apprised of the progress of the inventory. You may request both supplemental and cumulative reports at any time during the inventory process; but you only can request cumulative reports upon completing the inventory. The only exception to this rule is the Summary Report the system generates after each update. Remember to request that the system exclude "not-returned location" records. Otherwise, the summary matrix considers them as losses by inventory. The IBS Program generates the Scanner Data File Download Report whenever you transfer scanner data to the PC. It also produces a Scanner QA Process Summary Report when you transfer QA scanner data to the PC. Finally, it generates a QA Count Differences Report when the validity of QA scanner data you transfer to the PC is less than 100%.

20. Internal Batch Control Number. This function is new to the IBS Program and operates in the same manner as a general inventory. Ensure you only initiate the Internal Batch Number Inventory Process in conjunction with a SUADPS-RT inventory process. During this DI 084 process, the system sets inventory flags on the BMF and writes each record to the System Inventory (SYSINV) File with a related internal batch control number. Use this number during the IBS inventory selection process to initiate the transfer from the SUADPS-RT Host system to the IBS PC for the inventory. Additional procedures are almost identical to those for a general-inventory process. The only exception is that you use the four-digit batch control number instead of entering general-selector parameters when scheduling an inventory. Use this procedure when you need to set inventory flags on the BMF.

21. Automated Inventory Process. In the IBS Program, you can select items for a scheduled inventory. A brief description of how to schedule an inventory using the Integrated Barcode System and related SUADPS-RT functions is as follows:

a. Select the items, transfer scanner data to the PC, and establish IBS inventory file records to transfer to SUADPS-RT;

b. Conduct the physical count and record the quantity using INTERMEC scanners whose data you can then transfer to the PC;

c. Monitor inventory evolutions using IBS reports, update inventory files, verify potential inventory adjustments, and update BMF records;

d. Conduct preliminary and causative research.

22. Management and Analysis of IBS Reports. This process is the key to ensuring a successful spot- or general-inventory process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of inventory processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel assigned on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems related to the IBS Program. The subparagraphs below provide additional information on the duties of IBS and site coordinators as they relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

3. Obtain Data Extracts. Another responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator distributes these reports to all managers and to the functional personnel involved in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports generated by the IBS Program.

C. PREPARATION PROCEDURES

1. Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point,
b. Site Supervisor,
c. Types of Functions,
d. Working Areas,
e. Training.

2. Establish System Configuration. Before beginning any process, you must configure your system for the Integrated Barcode Program. The step-by-step procedures required for this process appear in the desk guide (Section 6).

3. Establish Control Data. Like the SUADPS-RT system, the IBS Program requires a validation file similar to a System Constant File (SCF). This allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing. The step-by-step procedures required for this process appear in the desk guide (Section 6).

4. Establish System Passwords. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords. The step-by-step procedures required for this process appear in the desk guide (Section 6).

5. Transfer Screen Data to a Scanner. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it. The step-by-step procedures required for this process appear in the desk guide (Section 6).

6. Use the Databases Function. This function allows you to re-create databases that have corrupt data as well as to repack the data within them. The step-by-step procedures required for this process appear in the desk guide (Section 6).

7. Print the IBS Log Report. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish. The step-by-step procedures required for this process appear in the desk guide (Section 6).

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The step-by-step procedures required for this process appear in the desk guide (Section 6).

b. Install IBSV4 Chip to Scanner. The step-by-step procedures for this process are in the desk guide (Section 6).

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

(1) External Battery Pack. To prevent a low-charge warning, periodically check the charge on the battery pack. The step-by-step procedures required for this process appear in the desk guide (Section 6).

(2) Internal Lithium Batteries. To prevent a low-charge warning, periodically check the charge on the internal battery. The step-by-step procedures required for this process appear in the desk guide (Section 6).

d. Reconfigure Scanner. You must reconfigure the scanner if the charge of the internal battery is low or if the chip requires replacement. The step-by-step procedures required for this process appear in the desk guide (Section 6).

9. Ready Scanners With No Data on File. The step-by-step procedures required for this process appear in the desk guide (Section 6).

10. Ready Scanners With Data Not Yet Transferred. The step-by-step procedures required for this process appear in the desk guide (Section 6).

11. Ready Scanners With Data Transferred But Not Erased. After you transfer data to the PC successfully, delete the data from the scanner file. This is to ensure that you do not duplicate transfers of transactions to the PC. The program adds these new transactions to the old file even

though you already transferred the old file once. The step-by-step procedures required for this process appear in the desk guide (Section 6).

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The step-by-step procedures required for this process appear in the desk guide (Section 6).

D. GENERAL-INVENTORY PROCEDURES

1. Prepare Scanners for Processing. This function allows you to ensure all scanners are ready for personnel to use before beginning the general inventory. This involves all the following actions:

a. Clearing any data already on the scanner and preparing it for the next operation,

b. Ensuring that no two scanners have the same identification number,

c. Verifying that the identification number you used for the general inventory is unique and identical to the one you entered to the PC.

The step-by-step procedures required for this process appear in the desk guide (Section 6).

2. Schedule the Inventory. This function allows you to schedule a general-inventory process on the PC. To do this, you must first establish parameters on the PC and then transfer them to the Host. The step-by-step procedures required for this process appear in the desk guide (Section 6).

3. Select to Execute the Inventory. This function allows you to process a particular general-inventory after scheduling it. The step-by-step procedures required for this process appear in the desk guide (Section 6).

4. Transfer Data From the Host to the PC. This function allows you to transfer BMF data from the Host system to the PC in the following situations:

a. If the transfer to the PC was unsuccessful,

b. Personnel in the ADP division ran the job at night using the ADPINV.EC execute command.

The step-by-step procedures required for this process appear in the desk guide (Section 6).

5. Transfer Data From the PC to Scanners. This function allows you to transfer general-inventory data and the file name of the inventory you scheduled to the scanners for inventory action. You can transfer the inventory output to the PC any time after creating it. The IBS Program allows you to transfer a maximum of 500 records to each scanner. CNAL recommends that you transfer only 300 records to each scanner. This provides you with better control when you lose scanner data. However, it will not load the records for certain locations to a scanner if the number of items in that location will cause the total number of records to go beyond the 300-record limitation. The step-by-step procedures required for this process appear in the desk guide (Section 6).

6. Issue Scanners to Inventory Team. Distribute scanners to the individuals that will conduct the general-inventory process. Personnel will return scanners at the end of each work shift, as soon as they inventory all records on the scanners, or when they reach the 300-record limit on the scanner. Maintain a logbook to help you control scanners in use. Ensure the logbook has as a minimum the user's name, the scanner number, and the type of information on the scanner. You next have to transfer the data from scanners to the PC.

7. Transfer First Count Data From Scanners to the PC. This function allows you to transfer scanner data to the PC after inventory personnel scan all records within assigned locations or if they reach the 300-record limit. The step-by-step procedures required for this process appear in the desk guide (Section 6).

8. Print the Download Report. This function allows you to print a download report for each scanner file that the system did not update. The step-by-step procedures required for this process appear in the desk guide (Section 6).

9. Transfer QA Data From the PC to Scanners. This function allows you to conduct an automated quality-assurance (QA) process to check all work accomplished when the number of items you inventoried is large. You must determine what percentage of records you wish to check after reviewing reports. Ensure you research erroneous records and invalid locations and remember to update scanner files before beginning the QA check. The step-by-step procedures required for this process appear in the desk guide (Section 6).

10. Issue Scanners to QA Personnel. Provide scanners to QA personnel so they can conduct the audit. When they finish their audit, they will return scanners to you for processing.

11. Transfer QA Data From Scanners to the PC. This function allows you to transfer QA data to the PC after personnel finish checking the records loaded in scanners. If you attempt to transfer the data using the Transfer from Scanner to PC Option, the IBS Program will reject the transfer. The step-by-step procedures required for this process appear in the desk guide (Section 6).

12. Edit Scanner Data. This function allows you to correct erroneous data noted by personnel conducting the general inventory if they were unable to make corrections on the scanner. Only you and the leader of the inventory team should make these corrections. The step-by-step procedures required for this process appear in the desk guide (Section 6).

13. Process Accepted and Rejected Scanner Data. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks. The step-by-step procedures required for this process appear in the desk guide (Section 6).

14. Generate Reports Resulting From the Inventory. This function allows you to select to print these reports at any point after updating the data from the last scanner file. The step-by-step procedures required for this process appear in the desk guide (Section 6).

15. Research and Correct Inventory Reports. This function allows you to accomplish all research and corrective actions required for the following reports:

a. Not Inventoried Location/NIIN Report,
b. Discrepancy Report,
c. Summary Report.

The step-by-step procedures required for this process appear in the desk guide (Section 6).

16. Transfer Recount Data From the PC to Scanners. This function allows you to transfer the data for a recount process from the PC to a scanner whenever it becomes necessary. Conduct a recount process for records that meet the criteria for this procedure. All DLR and AVDLR materials are subject to this process. At the discretion of the Supply Officer, you also may want to process consumable records with an extended money value (EMV) of $100.00 or more. The threshold can be lower or higher depending on unit requirements or the time available to complete the inventory. The step-by-step procedures required for this process appear in the desk guide (Section 6).

17. Issue Scanners to Recount Personnel. Before handing out scanners, ensure they are ready for recount inventory processing. Then, distribute the scanners to the individuals that will conduct the recount process. Transfer the data from scanners at the end of each work shift, as soon as personnel inventory all records on the scanners, or when they reach the 300-record limit on the scanners.

18. Transfer Recount Data From Scanners to the PC. This process allows you to transfer recount data from a scanner to the PC. The step-by-step procedures required for this process appear in the desk guide (Section 6).

19. Transfer Adjustment Data to the Host. This function allows you to edit data in the adjustment file to reflect any changes that result from your research. Accomplish changes utilizing the Line Editor Function. When the number of records that require processing is small, process them interactively through SUADPS-RT. If the number is large, use batch processing. The IBS Program will generate two files in batch processing as follows:

a. One for the inventory adjustments (XYDDD-HHMM.A),
b. One for location changes (XYDDD-HHMM.A).

If there are any depot-level-repairable (DLR) items involved, the IBS Program will generate DI X43 transactions for losses. Do not process these records until after you reconcile them and after survey documents (DD Form 200) are complete and signed. Process DI X43 transactions interactively through SUADPS-RT. The step-by-step procedures required for this process appear in the desk guide (Section 6).

20. Report Analysis. During the course of an inventory, supervisors need to keep themselves apprised of all activities that may affect the process. An effective way of monitoring the inventory is to review reports generated by the IBS Program. In this way, they can better manage inventory processing and assure the accuracy and success of the entire inventory process. The IBS Program allows you to produce cumulative reports for a general inventory as required by management personnel. The information on cumulative reports reflects the status of all records residing on general-inventory files. The reports that IBS generates for a spot inventory are as follows:

a. Scanner Data File Download Report,
b. Count Equal to SUADPS On Hand Report,
c. Discrepancies Report,
d. Locations Not Inventoried Report,
e. NIINs Not Inventoried Report,
f. NSNs Not on Target BMF Report,

g. Location Delete Candidates Report,
h. Location Addition Candidates Report,
i. Third-count Candidates Report,
j. Summary Report,
k. Adjustment Report,
l. Scanner QA Process Summary Report,
m. Quality Assurance Count Differences Report.

The desk guide (Section 6) contains detailed information on the particular features and distribution requirements for each of these reports.

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

SKILLS CERTIFICATION SECTION 3

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 3: SKILLS' CERTIFICATION

A. INTRODUCTION

1. General. This questionnaire has the objective of enhancing your skills through research and study about IBS inventory-management procedures and processing. The ever-changing policies and procedures in the Navy Supply System create a continuing challenge for you to upgrade your skills in a sustained effort. Answer all questions in this section either orally or in writing, in the presence of your immediate supervisor. The supervisor will certify your qualification based on the accuracy of your answers and your proven knowledge concerning subject matter. If you fail to qualify during this period, obtain additional training until you achieve full qualification.

B. QUESTIONS

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
1. Who evaluates the performance of personnel using the IBS Program to ensure they use it efficiently and accurately in all aspects of functional processing.	_____	_____	_____	_____
2. Which individual is responsible for obtaining data extracts from SUADPS-RT (mini-BMF) for use in IBS processing?	_____	_____	_____	_____
3. Who is responsible for distributing the reports that IBS generates?	_____	_____	_____	_____
4. Which option from the IBS Main Menu Screen allows you to establish passwords and user identification (user ID) codes?	_____	_____	_____	_____
5. Version 4.0 of the IBS Program allows you to re-create databases that have corrupt data as well as to repack the data within them. True or False (circle one)	_____	_____	_____	_____
6. Which Version 4.0 report lists all operators that have access to the system and the functions they accomplish?	_____	_____	_____	_____
7. What options does the On-line Help Function of the IBS Program provide?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
8. What options does the Help Option provide when a dialog box appears?	_____	_____	_____	_____
9. What type of bar-code reader does the IBS Program use to gather data for inventory, location audit, receipt, consolidation, and relocation processing?	_____	_____	_____	_____
10. Who is responsible for scanner management?	_____	_____	_____	_____
11. What actions must the IBS Coordinator complete before turning scanners over to processing personnel?	_____	_____	_____	_____
12. What IBS function do QA personnel use to review the accuracy of data collected for spot and general inventories?	_____	_____	_____	_____
13. The RT-IMS process produces the BMF data file (mini-BMF) that the IBS Program uses for various functions. True or False (circle one)	_____	_____	_____	_____
14. What are the validity rate requirements for the physical count of material and for material within location?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
15. What types of inventory does Version 4.0 of the IBS Program support?	_____	_____	_____	_____
16. You must change scanner file data before validating and updating, because the IBS Program will not allow you to do so afterward. True or False (circle one)	_____	_____	_____	_____
17. The purge-date function of Version 4.0 of the IBS Program after which it removes from file all data for a cancelled or completed process consists of how many days?	_____	_____	_____	_____
18. After scheduling a general-inventory process on the PC configured for IBS processing, where do you transfer parameter data?	_____	_____	_____	_____
19. What is the maximum number of records that you should transfer from the PC to a scanner for a general-inventory process?	_____	_____	_____	_____
20. Which process clears all data fields and records associated with a general-inventory process?	_____	_____	_____	_____

B. QUESTIONS (CON'T)

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
21. Version 4.0 of the IBS Program does not allow you to check the status of an inventory process at any time. True or False (circle one)	_____	_____	_____	_____
22. What number must you use to initiate a transfer of inventory data from the Host to the PC configured for IBS processing?	_____	_____	_____	_____
23. After how many days does the IBS Program purge history files if transactions processed?	_____	_____	_____	_____

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C. ANSWERS

1. IBS or site coordinator.
2. IBS or site coordinator.
3. IBS or site coordinator.
4. Sys Admin.
5. True.
6. IBS log.
7. Contents, Calculator, Calendar, and About.
8. Contents, Search, Back, and History.
9. INTERMEC 9440 Scanner Reader.
10. IBS or site coordinator.
11. a. Ensure no records remain on scanners,
    b. Check date and time data,
    c. Configure scanners for processing.
12. File review.
13. True.
14. a. 90% for physical count,
    b. 98% for material within location.
15. Spot, general, and by internal batch number.
16. True.
17. 90 days.
18. Host computer.
19. 300 records.
20. Remove the general inventory.
21. False.
22. Internal Batch Control Number.
23. 90 days.

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

HANDS-ON SKILL DEVELOPMENT
SECTION 4

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 4: HANDS-ON SKILLS' DEVELOPMENT

A. INTRODUCTION

1. Introduction. You must complete this section (mandatory for all candidates) to receive certification as fully qualified to perform the specific occupational functions that an IBS or site coordinator requires in general-inventory management. Complete all actions in this section in writing, orally, or by actual demonstration. The monitoring official must ensure that you are indeed functionally qualified.

2. References.

a. COMNAVAIRLANT/COMNAVAIRPACINST 4440.1 (Series), Chapters 4 and 10;
b. SUADPS-RT Support Procedures, Volume III, Chapter 4;
c. NAVSUP P-567, Chapter 3, Appendices 5 and 7.

B. OCCUPATIONAL SKILL REQUIREMENTS

	Certified By:			
	Supervisor	Date	Div. LCPO/ Div. Officer	Date
1. Explain and demonstate the step-by-step procedures that the following processes require:				
a. Establish and change system configuration,	_____	_____	_____	_____
b. Establish and change control data,	_____	_____	_____	_____
c. Establish and change system passwords.	_____	_____	_____	_____
2. Explain the basic day-by-day maintenance procedures that shipboard scanners require to remain in good working order.	_____	_____	_____	_____
3. Demonstrate the procedures necessary to ensure scanners are ready for processing if they have *no data on file*.	_____	_____	_____	_____
4. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data not yet transferred*.	_____	_____	_____	_____
5. Demonstrate the procedures necessary to ensure scanners are ready for processing if the scanner indicates *data transferred but not erased*.	_____	_____	_____	_____
6. Demonstrate the procedures necessary to ensure scanners are ready for processing if the *data transfer is questionable*.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
7. Explain and demonstrate the step-by-step procedures necessary to program a scanner for a general inventory.	_____	_____	_____	_____
8. Explain and demonstrate the step-by-step procedures necessary to view records on file for an inventory.	_____	_____	_____	_____
9. Describe the manner in which you need to conduct a pre-briefing on the following topics before beginning any work or conducting training:				
a. Scanner control point,	_____	_____	_____	_____
b. IBS and site coordinators,	_____	_____	_____	_____
c. Types of functions and processes,	_____	_____	_____	_____
d. Working area and environment,	_____	_____	_____	_____
e. Training.	_____	_____	_____	_____
10. Discuss the best way to conduct a recount process and the policies you need to follow to prevent complex side-effects that may render an inventory process unsuccessful.	_____	_____	_____	_____
11. List and describe the three types of inventory processes that Version 4.0 of the IBS Program supports.	_____	_____	_____	_____
12. Describe how to schedule an inventory using IBS and related SUADPS-RT functions.	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
13. Discuss in detail the procedures necessary for each of the following processes:				
a. Scheduling a general inventory,	_____	_____	_____	_____
b. Selecting to process a general inventory,	_____	_____	_____	_____
c. Transferring general-inventory parameter data to the Host,	_____	_____	_____	_____
d. Transferring general-inventory data from the Host,	_____	_____	_____	_____
e. Preparing scanners for general-inventory processing,	_____	_____	_____	_____
f. Transferring general-inventory data to scanners,	_____	_____	_____	_____
g. Conducting the general inventory,	_____	_____	_____	_____
h. Transferring first-count data for the general inventory from a scanner to the PC,	_____	_____	_____	_____
i. Printing the General Inventory Download Report,	_____	_____	_____	_____
j. Conducting a QA check of the general inventory,	_____	_____	_____	_____
k. Transferring general-inventory QA data from a scanner to the PC,	_____	_____	_____	_____

B. OCCUPATIONAL SKILL REQUIREMENTS (CON'T)

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
l. Correcting the General Inventory Download Report,	_____	_____	_____	_____
m. Editing general-inventory scanner data,	_____	_____	_____	_____
n. Processing accepted and rejected general-inventory scanner data,	_____	_____	_____	_____
o. Producing bar-code labels for the general inventory,	_____	_____	_____	_____
p. Editing bar-code labels for the general inventory,	_____	_____	_____	_____
q. Selecting a bar-code printer set-up for the general inventory,	_____	_____	_____	_____
r. Generating reports that result from the general inventory,	_____	_____	_____	_____
s. Researching and correcting general-inventory reports,	_____	_____	_____	_____
t. Counting quantities for general-inventory records again,	_____	_____	_____	_____
u. Transferring general-inventory adjustment data to the Host.	_____	_____	_____	_____

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

TYCOM SEMINARS AND WORKSHOPS
SECTION 5

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 5: TYCOM SEMINARS AND WORKSHOPS

1. Introduction. A key element in your progress for qualifying in general-inventory management is your attendance at seminars and workshops that the type commander sponsors. CNAL Management Training and Assistance Team (MTAT) personnel usually provide this type of formal training in Building V-88 at the Norfolk Naval Air Station. They provide a Seminar and Workshop Schedule to all activities annually through regular distribution channels and in the SUADPS Update Newsletter.

2. Minimum Requirements. The following is a list of seminars and workshops that we recommend you take towards qualification in this area:

	Certified By:			
	Supervisor	**Date**	**Div. LCPO/ Div. Officer**	**Date**
a. Basic SUADPS-RT Seminar,	_____	_____	_____	_____
b. Mid-level Management Seminar,	_____	_____	_____	_____
c. Material Division Management Workshop.	_____	_____	_____	_____

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COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

FUNCTIONAL DESK GUIDE
SECTION 6

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 6: FUNCTIONAL DESK GUIDE

1. Introduction. Attached to this cover sheet is the desk guide that provides comprehensive information and detailed procedures that will help you operate in your new position. This desk guide is the following: General Inventory Management Procedures for the IBS Coordinator (FG-B1.11). After you successfully complete your studies and earn full qualification, you may begin to operate in this position. To help you continue in a successful mode should you enter new areas or encounter problems with which you are unfamiliar, this desk guide will be very handy.

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COMNAVAIRLANT

GENERAL INVENTORY MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR FUNCTIONAL DESK GUIDE FG-B1.11

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFDG - 014
REV: SEPT 00

GENERAL INVENTORY MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR

FUNCTIONAL DESK GUIDE
FG-B1.11

TABLE OF CONTENTS

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GENERAL INVENTORY MANAGEMENT PROCEDURES FOR THE IBS COORDINATOR

A. INTRODUCTION

1. General.

a. IBS Version 4.0. System programmers using "C" Computer Language and the database management package of FoxPro Version 2.5 (for MS-Windows Version 3.1 or higher) have completed the Version 4.0 upgrade of the Integrated Barcode System (IBS) Program. It includes all changes requested by fleet users and prepares the IBS Program for operation in the forthcoming SNAP III (UNIX) environment. This guide includes all features and processing procedures for Version 4.0 of the IBS Program.

b. Advantages. The IBS Program provides you with the capability to collect data using bar-code laser scanning equipment. Some of the advantages you will gain by using the IBS Program are as follows:

(1) Improvement in supply effectiveness,

(2) Improvement in repairables management,

(3) Reduction in the number of redistributable assets on board (RAB),

(4) Reduction in the number of redistributable assets on order (RAO),

(5) Reduction in the number of deficiencies to requisitioning objectives (Def-to-RO),

(6) Support of the type commander's (TYCOM) Logistics Support Group (LSG) and Intra-fleet Supply Support Operations Team (ISSOT) Program.

c. Overall Effects. The main advantage of the IBS Program is that it reduces workload requirements for all of the following:

(1) On the ship - financial supervisors and personnel in the Stock Control Division,

(2) At the type commander - AV-207 inventory and financial managers and the Comptroller,

(3) At the Defense and Finance Accounting Service (DFAS) - inventory and financial managers.

2. System Administration.

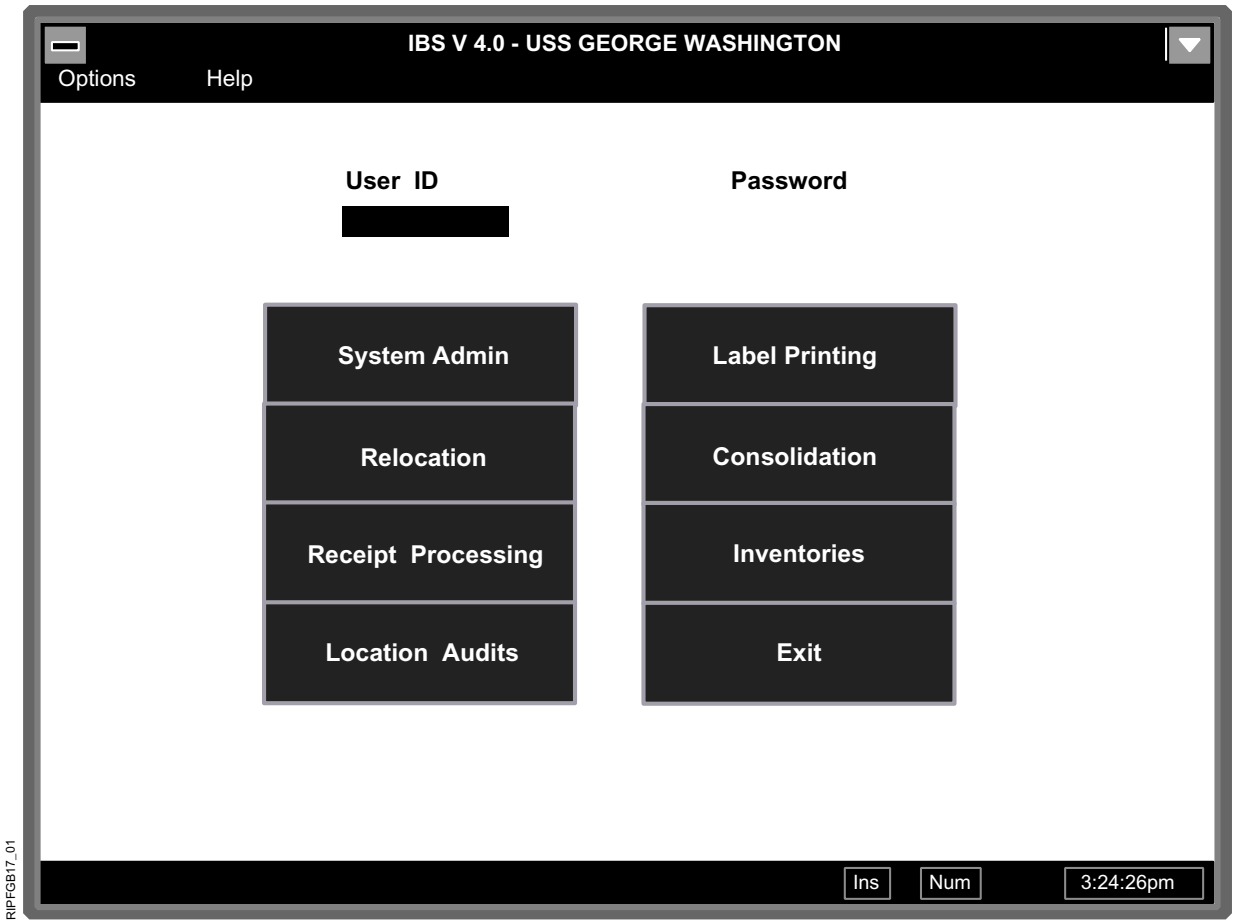


Figure 1

The System Administration (Sys Admin) Option on the IBS Main Menu Screen (Figure 1) allows you to establish passwords and user identification (user ID) codes. Every operator must have one of these codes to access the IBS Program. Before establishing a password, determine to what functions an operator requires access. For instance, does that individual require access to the following functions:

a. Conducting inventories;
b. Q-COSAL and system administration functions;
c. Receipt processing;
d. Producing bar-code labels;
e. Relocation, location-audit, and consolidation functions.

3. Site Setup. The System Administration Function has the Site Setup Option that provides you with the capability of selecting the following control data:

a. Site Name. This data field consists of the name of your ship or unit and, if applicable, the ship's class and hull number. It may consist of a maximum of 25 alphabetic and numeric characters. The system then will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

b. Site Service Code. This data field is a one-digit character that identifies the fleet that has cognizance over the site. Enter V for Atlantic Fleet units, R for Pacific Fleet units, and N for shore activities. The system then will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

c. Site UIC. This data field is a five-digit numeric code that identifies the unit identification code (UIC) that functions as the accounting number for your ship or unit. The system then will use this information for validation purposes when processing receipts and when executing other types of IBS functions.

d. Site Routing ID. This data field is a unique three-digit, alphabetic numeric code that represents the address of an activity.

e. Forced Receipt Days. This data field is a numeric figure assigned by ship or unit personnel based on guidelines established by the type commander. It determines how many days may pass before the IBS Program arbitrarily completes the following;

(1) Stow transactions that do not have corresponding RIP transactions on file,
(2) RIP or stow transactions that have only a partial match.

f. Data Purge Days. This data field contains a value (in number of days) after which the system will remove data from a completed or cancelled process. If you do not enter a value, the system defaults to a value of 90 days.

g. DTO POD Indicator. This data field allows you to select several cognizance symbols or serial-number series (or both) for material that requires proof-of-delivery processing. This is because, some direct turn-over (DTO) requisitions require close monitoring (for example: casualty-report [CASREP] and not-mission-capable-supply [NMCS] transactions). When you set this indicator, the program treats a DTO requisition as a stock record that requires a match between DI X72 and X71 transactions.

(1) To add or modify a POD indicator, select the PODs on DTOs Option. Set the POD indicator by entering a specific COG or either a single- or two-position DTO serial number. Then, select the Add Option to complete the processing.

(2) To delete a POD indicator, select the particular POD indicator you wish to delete. Then, select the Delete Option.

h. Remote Site Indicator. This data field allows you to select a PC for use as a remote- or normal-site processor. Configure the PC connected directly to the Host for "normal-site" processing. (Onboard aircraft carriers, configure the systems in both S-6 and S-8 divisions for normal-site processing and all others for remote-site processing. This allows personnel in both aviation and material divisions to have direct access to SUADPS-RT.) To set this indicator, select the Remote Site Option followed by the Update Option.

i. Supported UIC Indicator. This data field contains five-digit numeric codes that identify the units supported by your activity. These are units for which your activity processes receipt documents. There is no limit to the number of unit identification codes you can enter.

(1) To add a UIC, select the Supported UIC Option. Then, enter the UIC you wish to add in the UIC Data Field and select the Add Option to input it to the database.

(2) To delete a supported UIC, select the Supported UIC Option. Select the UIC you wish to delete from those on the screen and then select the Delete Option to remove it from the database.

j. Process X72s. When you select this option, the IBS Program sends receipt-in-process transactions (DI X72) to SUADPS-RT. Select this option only if you need to send RIP data to SUADPS-RT. If you do not select this option, the DI X72 transaction will remain on the PC. To set this indicator, select the X72 Option and then the Update Option to input it to the database. This process is part of configuring any activity's system for the IBS Program.

In Version 4.0 of the IBS Program, you do not need to establish nor change the date and time, because "Windows" provides for the use of a system clock.

4. Common Options. Version 4.0 of the IBS Program provides the following options on most selection screens:

a. Add. This option allows you to add a record to the file.

b. Cancel. This option allows you to abort a process.

c. Delete. This option allows you to remove a record from file.

d. Done. This option allows you to exit from a process.

e. First. This option allows you to access the first record on file.

f. Help. This option allows you to access the On-line Help Screen.

g. Last. This option allows you to access the last record on file.

h. Next. This option allows you to access the record that is on file immediately after the one on the screen.

i. OK. This option allows you to input data or to continue a process.

j. Previous. This option allows you to access the record that is on file just before the one on the screen.

k. Print. This option allows you to print a report.

l. Update. This option allows you to input a change or modification to a record already on file.

5. Help Function. Version 4.0 of the IBS Program now has an on-line help capability to assist you with IBS operations. Each main screen has a Help Option. When you select it, the following options become available:

a. Contents. This option shows all the data related to the active module that is available through the On-line Help Function. You can scroll through the data and locate the particular information you wish. (An alternative to selecting the Help Option is to press function key F1 to accomplish the same process.)

b. Calculator. This option provides the same functions as a standard calculator.

c. Calendar. This option provides 12-month calendars for current, previous, and future years. This is a very useful tool that allows you to schedule weekly, monthly, and yearly run processes on the calendar. Entries on the calendar serve as a reminder to you and assist others in identifying required runs.

d. About. This option provides information about the development of Version 4.0 of the IBS Program. When a dialog box appears with a Help Option, select it or press function key F1 to view specific information about the dialog box. The selections near the top of the Help Window can help you locate desired information. Brief descriptions of the options available are as follows:

(1) Contents. This option shows a list of help topics available for the active module. (It functions in the same manner as the Contents Option described in the previous subparagraph.)

(2) Search. When you select this option, a dialog box appears that allows you to specify a topic for the system to locate.

(3) Back. This option allows you to return to the previous topic that you viewed.

(4) History. This option shows a chronological list of all help topics viewed during the current "Windows" session.

6. Scanner Management. The INTERMEC 9440 Scanner Reader provides personnel with an automated means of gathering data for input to inventory, location audit, receiving, and relocation processing modules of the Integrated Barcode System (IBS). It replaces the PTC-701 Scanner, pre-punched inventory aids (DI X84 cards), and output listings. It also prevents the loss of the information contained in these through hand-to-hand shuffling. In the receiving process, for instance, a scanner can collect required information without personnel having to pull the shipping document from the material. The scanner also eliminates the vast number of hours previously expended by personnel in manually processing receipt documents into SUADPS-RT. It also provides management reports to the Supply Officer much more quickly.

7. Scanner System. The IBS Program processes data utilizing a personal computer (PC) with a communications link to both a scanner and to the Host Computer in the Automated Data Processing (ADP) Division. In order for you to use this system, you need the following additional equipment:

a. Laser Gun or Pencil Wand. Attach a laser-gun reader or a pencil-wand assembly to the scanner (both devices interpret bar-code labels attached to material, locations, and receipt documents). Each plugs into the 9440 Laser Interface Module (LIM). You do not need to disconnect them to transfer data to or from a PC. Carefully clean the lens on the bar-code pencil wand with a tissue or soft cloth as it is very fragile. A clean lens will read a bar-code label more efficiently than a dirty one. A cracked lens will not read a bar-code label. In short, both the bar-code laser gun and the bar-code pencil wand are delicate instruments that require constant maintenance and careful handling to provide a trouble-free operation.

b. Computer Chip. This chip allows an INTERMEC scanner reader to gather inventory, location audit, receipt, and relocation data from bar-code labels. In the event that there is no label, you can manually enter data using the keypad on the scanner.

c. Upload and Download Cable. This is a special cable that allows you to establish communications between the scanner and a personal computer (PC). First, connect the cable to the plug connection on the INTERMEC 9440 Scanner Reader and then to the communication's port (comport) on the back of the PC.

d. Battery Pack. The INTERMEC scanner reader uses rechargeable batteries in a battery pack to accomplish all processing. The NiCad battery pack, when fully charged, supplies 750 hours of power to the reader.

e. Battery Charger. Keeping a full charge on these rechargeable batteries seems to be an endless battle. For personnel with this responsibility, the *HM Electronics System 90 Multi-station Battery Charger* is very useful. This charger has charging slots for one, three, or six rechargeable batteries. This module allows you to check your batteries and determine whether they are defective or not. The other slots are the standard charge and discharge slots (similar to the current INTERMEC 40Z charging stations).

(1) Charger Plus Option. This option allows you to charge five batteries at once, while analyzing and conditioning a sixth battery. Note that the analyzer and conditioner station also has the capability of charging or discharging batteries only if that is all you need. The conditioning option of the charger will restore the capacity of the NiCad battery packs by charging and discharging them three times quickly. The charging system will detect within 15 minutes a battery pack that fails to charge for any of various reasons. These include a shorted or reversed cell. Oftentimes, just using the standard discharge option will correct a fault.

(2) Source of Supply. COMNAVAIRLANT officials have completed negotiation on a maintenance contract with INTERMEC. Contact COMNAVAIRLANT N412C6 for guidance on all maintenance and procurement actions related to INTERMEC equipment.

f. Internal Battery. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining internal batteries.

g. Bar-code Label Printer. This program has the capability to use any of the following printers to produce bar-code labels:

(1) IMTEC Bar-code Printer,
(2) ELTRON Bar-code Printer,
(3) KYOCERA Laser Printer,
(4) INTERMEC 4100 Bar-code Printer,
(5) Codewriter 5106 Bar-code Printer,
(6) Codewriter 4102 Bar-code Printer (from the scanner only).

NOTE: If your printer does not appear on the list above, contact CNAL MTAT personnel for guidance.

h. Bar-code Label Printer Supplies. Contact COMNAVAIRLANT N412C6 for detailed information on obtaining supplies.

8. Scanner Keyboard. The keyboard on the INTERMEC 9440 Scanner Reader (Figure 2) consists of two sections. The first section contains alphabetic keys, and the second section contains dual-function command or numeric keys. The ALT key controls the functioning of the latter keys. In other words, when you press the ALT key before pressing a function key, the scanner switches dual-function keys into different function modes.

FUNCTION KEYS- F1 through F8 initiate or carry out specific operations depending upon the area of IBS being utilized.

Examples:

F1 - Displays Help Screen.

F2 - Starts Search Mode.

F3 - Changes the volume (S = soft, M = medium, and L = loud).

F4 - Skips or adds records.

F5 - Not applicable in IBS Version 4.0.

F6 - Moves a record forward in Review Mode.

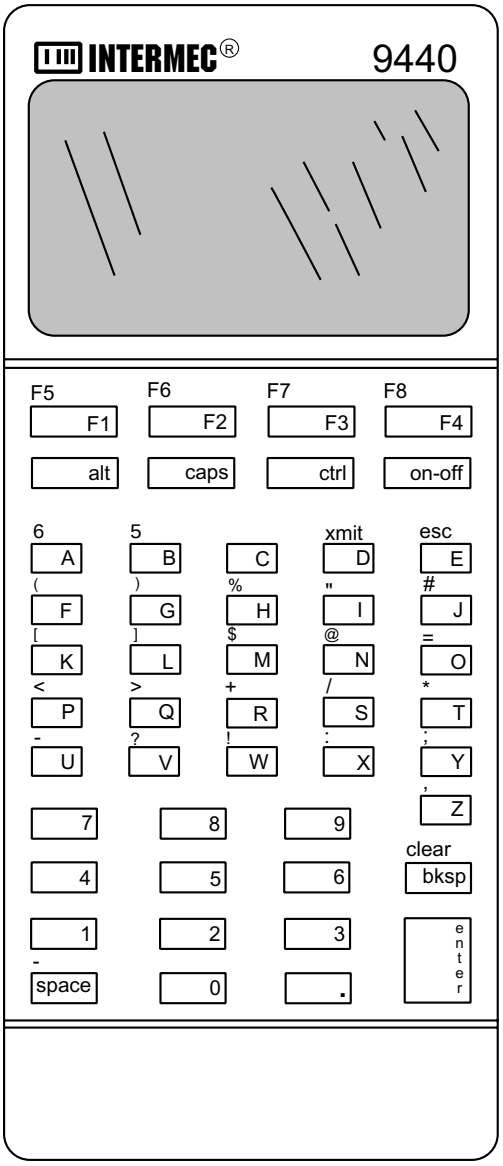
F7 - Moves a record backward in Review Mode.

F8 - Deletes records.

OTHER KEYS -

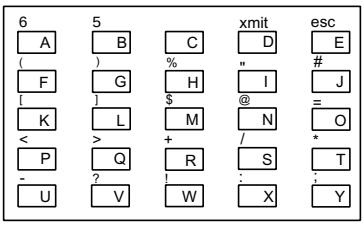
ALT - Shifts function of keyboard to upper case and lower case.

N - Responds "NO" to questions asked by



ON/OFF - Shuts the INTERMEC 9440 off; when pressed again, it will return the 9440 to the last screen displayed when shut off.

A through Z - Keys in standard alphabetic characters.



Y - Responds "YES" to questions asked by the system.

BKSP - Deletes characters or clears fields.

ENTER - Causes 9440 to accept data during entry.

0 through 9 - Keys in standard numeric characters.

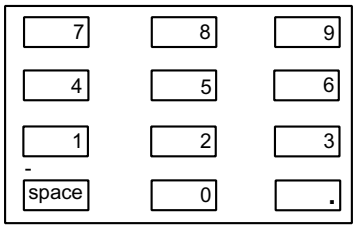


Figure 2

9. Scanner Main-menu Options. There are two screens for the scanner's main menu as follows:

a. The first screen includes the following options;

(1) Press numeric key 1 to select the Inventory Option,

(2) Press numeric key 2 to select the Location Audit Option,

(3) Press numeric key 3 to select the Receiving Option,

(4) Press numeric key 4 to select the Next Page Option;

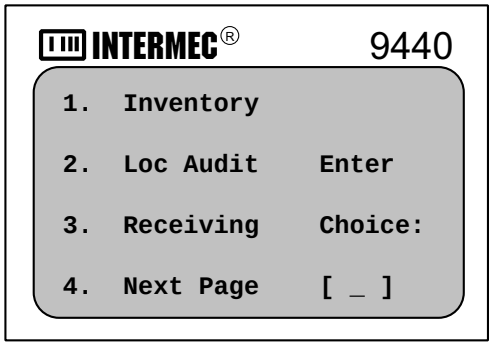


Figure 3

b. The following options appear on the second screen of the main menu;

(1) Press numeric key 5 to select the Relocation Option,

(2) Press numeric key 6 to select the Transfer Option,

(3) Press numeric key 7 to select the System Administration Option.

(4) Press function key F1 for Help.

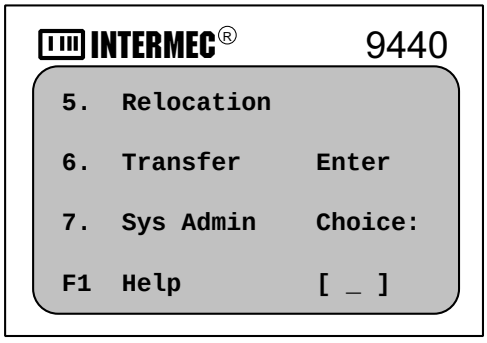


Figure 4

10. Low-battery Charge. When battery strength reaches a critical level, the scanner automatically shuts down. This ensures that most data areas already on the scanner remain intact. At that time you may recharge it. After recharging, transfer all data at once. As an option to use in case you wish to complete a process, you may connect the scanner to an INTERMEC power supply and draw electrical energy directly from an outlet.

11. SUADPS-RT Interface. You cannot transfer inventory, location audit, receiving, or relocation information obtained using the scanner directly to the Host system. You must first transfer this information to the PC and then process it through update and report procedures. These produce up-front error and discrepancy reports that allow you to reconcile the data. The update process internally creates a DI X09 transaction for every item with a new location generated during a location-audit or relocation process. It also creates a DI X13 or a DI X43 transaction for any inventory adjustment, and a DI X09 transaction (delete) for an item with a quantity of zero in a particular location. All output records are then ready for input to SUADPS-RT.

12. Process Selection. Ensure scanners are ready for use by storeroom personnel. Each particular supervisor must notify you of what type of processing they are to perform. The Material Supervisor also provides the identification code (ID) that corresponds to each function.

13. User Identification Code. The supervisor selects this identification code for use in identifying the particular operator of a scanner. The user ID is a unique code that contains three to six alphabetic-numeric characters. It usually consists of an individual's last initial, first initial, and the last four digits of the social security number (SSN).

14. Scanner Number. This number (from 1 to 40) appears on a tag attached to the INTERMEC 9440 Scanner itself. The PC uses the number to track transfers of scanner data. You cannot transfer data from two INTERMEC 9440 scanner readers with the same number until you process information from one of them by way of an update.

15. Data on Scanners. Before turning over scanner readers to personnel for processing, you must accomplish the following:

a. Ensure no records remain on the scanners,
b. Check date and time data (using the SysAdmin Function on the scanner).

Additionally, an on-site supervisor should be able to accomplish all the functions available on the scanner. This will provide an on-site troubleshooter to take care of problems when they occur. The type and number of actions required depends on the status or condition of each individual scanner. The type of processing completed also determines what steps will be necessary.

16. Bar-code Function. This process provides you with the capability of generating bar-code labels for stock numbers and locations. In addition, it has an Edit Option that allows you to modify the records personnel selected for bar-code processing and also to add other records.

17. Recount Function.

a. Overview. This is an optional procedure for use with IBS inventories (spot, general, and internal batch number). It selects all records with a national stock number (NSN) and with inventory count quantities that do not match the on-hand quantities in the BMF. The recount process provides you with the capability to check all discrepancies before making inventory adjustments. If the recount process produces a count quantity that is different from the initial count, the process over-writes the initial-count quantity with the quantity on the recount adjustment record. You can only initiate this process for a particular inventory after completing the first-count process.

b. Recount Control.

(1) General. This process increases the administrative efforts required to control an inventory by potentially doubling the number of scanners outstanding (not yet returned by storeroom personnel). In other words, during the initial-count process, there are scanners with two types of data outstanding: scanner count and scanner-count, quality-assurance (QA) data. However, if you initiate a recount process before the initial count is complete, you may have two additional types of scanner data outstanding: scanner recount and scanner recount QA data. Therefore, the IBS Program does not allow you to initiate a recount process before the initial-count process is complete.

(2) Log Book. Ensure you issue the appropriate scanners to the proper personnel; also, ensure you are able to account for them at all times. With this in mind, it is advisable that you establish a log book. This will assist you in controlling the scanners.

c. Set Up Inventory Recount. This process allows you to establish an inventory recount process. You can execute this process for an IBS inventory (spot, general, or internal batch number). It is important to note that the procedures for the recount process are identical for the three inventories noted above.

18. Inventory Management.

a. General. As an inventory management tool, the IBS Program uses bar-code technology to facilitate the following:

(1) Conducting inventory and location-audit processes,
(2) Processing receipts,
(3) Executing quality-assurance audits.

b. Objectives. Inventory control and related procedures detailed in this section have the following objectives:

(1) Ensure the accuracy of information in the Basic Material File;

(2) Provide an in-depth analysis of IBS inventory reports for more effective stock management;

(3) Present methods for effective management of inventory requirements, adjustments, and related functions.

c. Benefits. Through continual use, the IBS Program offers various benefits that include the following:

(1) Minimizes the number of work-hours spent on processing functions using labor-intensive, nonmechanized procedures;

(2) Eliminates inefficient manual-count methods;

(3) Serves as a valuable tool for onboard inventory and stock location validity improvement programs;

(4) Provides managers with reports that allow them to easily identify problem areas and initiate corrective actions;

(5) Substantially minimizes the number of erroneous records that suspend in SUADPS-RT after processing;

(6) Provides validation attributes that allow you to readily identify and correct both actual and potential problems;

(7) Serves as a tool that allows you to reconcile discrepancies on various output products such as the following;

(a) Spot Inventory Aids List,

(b) Suspense Listing,

(c) Material-obligation-validation (MOV) processing for stock and direct turn-over (DTO) material;

(8) Reduces the workload in the Stock Control Division by accomplishing *up-front* validation and error correction;

(9) Enhances causative research procedures;

(10) Provides documented justification for gross-inventory-adjustment (GIA) values that result from the inventory-reconciliation (RECON) process.

d. Inventory Frequency. Personnel conduct periodic physical inventories to determine the accuracy of and reconcile differences between storeroom quantities and data on BMF stock records. The frequency of inventories depends on the type of material involved and the degree of record validity. Schedule physical inventories so as to permit the following:

(1) Accurate and timely counts,
(2) Both preliminary and causative research,
(3) Reliable posting of records.

e. Inventory Requirements. Current directives require an inventory validity of 90% for the physical count of material and 98% for the validity of material within locations.

19. General-inventory Process.

a. General. This is the inventory of a specific commodity or special material. This function provides the ability to conduct inventories for specialized material located in many storage areas by allowing you to establish parameters for a more specific selection criteria. The purpose of a general-inventory process is to gather information for use in comparing inventory-count data to data in the BMF. The program provides you with the capability of conducting the following processes:

(1) Specific Commodity Inventory. This involves the physical count of all items that comprise a specific segment of material (for example: electron tubes, depot level repairables, fire bricks, boat spares, and others). You can select material by a specific cognizance (COG) symbol, federal supply classification (FSC) code, special material identification code (SMIC), shelf-life code, material control code (MCC), or other indicator.

(2) Special Material Inventory. This involves the physical count of all items that (because of physical characteristics, cost, mission essentiality, criticality, or other reasons) require separate identification and inventory control. Some examples of this type of material are hazardous, classified, repairable, or pilferable material.

(3) Velocity Inventory. Previous experience shows that the number of stock record errors increases in the same proportion that issues increase. Therefore, it is a wise practice to concentrate on items that have high demand and are centrally located. Examples of this category of material includes POS items, high-velocity-demand consumables, and others.

b. General-inventory Schedule. Current TYCOM policies require that SAC-207 and AV-207 activities conduct inventories on a regular pre-determined schedule. Inventories are necessary to ensure you maintain effective control of material in order to accomplish mission requirements. On the following page is a list of some of these requirements:

Inventory Category	Frequency
Classified Material	Quarterly
Medicinal (narcotics and controlled drugs)	Quarterly
Flight Clothing	Quarterly
Operating Space Items and Material in the Custody of Other Departments	Quarterly
Maintenance Assistance Modules	Semi-annually
Test Bench Installation Items	Semi-annually
Ready Service Spares	Semi-annually
Q-COSAL Material	Semi-annually
Controlled Equipage	Annually
Hazardous Material	Annually
Depot Level Repairables	As directed
Demand-based Items or Peacetime Operating Stock	Annually

c. Procedures. The IBS Program allows you to select the particular items that require inventory. The process involves transferring data to scanners that inventory teams use to read bar-code labels on material as well as on locations. The program also generates handscribe cards for items found in targeted storage locations that do not

have a corresponding record in the BMF. In addition, the IBS Program produces internally generated inventory adjustments that you must apply to SUADPS-RT at a later time. The general-inventory process involves the following:

(1) Initiating the Inventory. The first step in this process is the scheduling of the general inventory. For this, the requester must provide the parameters and material category selections to the IBS Coordinator. The program selects the items specified, transfers parameters to SUADPS-RT, and flags BMF records. It then transfers records flagged to the PC configured for IBS processing. After that, it transfers the data to INTERMEC scanners for use by the Inventory Team. Personnel then proceed to the appropriate area to count the material.

(2) Recording Inventory Results. Now you transfer the data collected by the scanners to the PC. This process is known as an update. Generate reports after each update to keep managers apprised of the progress of the inventory. You may request both supplemental and cumulative reports at any time during the inventory process; but you only can request cumulative reports upon completion of the inventory. The only exception to this rule is the Summary Report the system generates after each update. Remember to request that the system exclude "not-returned-location" records. Otherwise the summary matrix considers them as losses by inventory. The IBS Program generates the Scanner Data File Download Report whenever you transfer scanner data to the PC. It also produces a Scanner QA Process Summary Report when you transfer QA scanner data to the PC. Finally, it generates a QA Count Differences Report when the validity of QA scanner data you transfer to the PC is less than 100%.

NOTE: Since the IBS Program transfers all records for a general inventory to scanners, it produces the Update Exceptions and Handscribes Report only if personnel add records to a loaded scanner. This is not a recommended procedure because the intent of a general inventory is to compare BMF record data to actual on-hand count quantities. If you suspect that a storage area contains material not built into the BMF, conduct a spot inventory instead of a general inventory. The Recount Function will generate all reports.

20. Internal Batch Control Number. This function is new to the IBS Program and operates in the same manner as a general inventory. Ensure you only initiate the Internal Batch Number Inventory Process in conjunction with a SUADPS-RT inventory process. During this DI 084 process, the system sets inventory flags on the BMF and writes each record to the System Inventory (SYSINV) File with a related internal batch control number (4-digit code). Use this

number during the IBS inventory selection process to initiate the transfer from the SUADPS-RT Host system to the IBS PC for the inventory. All additional procedures are almost identical to a general-inventory process. The only exception is that you use the four-digit batch control number instead of entering general-selector parameters when scheduling an inventory. Use this procedure when you need to set inventory flags on the BMF.

21. Automated Inventory Process. In the IBS Program, you can select items for a scheduled inventory. A brief description of how to schedule an inventory using the Integrated Barcode System and related SUADPS-RT functions is as follows:

a. Select the items, transfer scanner data to the PC, and establish IBS inventory file records to transfer to SUADPS-RT;

b. Conduct the physical count and record the quantity using INTERMEC scanners whose data you can then transfer to the PC;

c. Monitor inventory evolutions using IBS reports, automatically update inventory files, verify potential inventory adjustments, and update BMF records;

d. Conduct preliminary and causative research (manual investigation).

22. Management and Analysis of IBS Reports. This process is the key to ensuring a successful spot- or general-inventory process. The reports that the IBS Program generates are your most valuable tool for measuring and evaluating the results of inventory processing. They provide both status data and images of the transactions that processed through the IBS Program. These reports will help you identify erroneous conditions and potentially weak areas.

B. RESPONSIBILITIES

1. IBS and Site Coordinators. These individuals should be senior enlisted personnel assigned on a full-time basis. They must be thoroughly familiar with all aspects of shipboard supply and financial functions. These individuals are the only personnel with access to all data files and are therefore responsible for the accuracy and control of all validation files in the IBS Program. These files are critical to both inventory and financial processing. These individuals are the focal points for solving all problems related to the IBS Program. The subparagraphs below provide additional information on the duties of IBS and site coordinators as they relate to the IBS Program.

2. Monitor IBS Team Performance. The IBS Coordinator must carefully review the performance of personnel using the IBS Program to ensure efficiency and accuracy in all facets of functional processing.

NOTE: Correct management practices equate to successful utilization of the IBS Program.

3. Obtain Data Extracts. Another responsibility involves obtaining extracts of data from SUADPS-RT files for processing in the IBS Program. This individual also must obtain extracts of data from the IBS Program for processing in SUADPS-RT.

4. Review and Distribute IBS Reports. The IBS Program generates various management reports whenever personnel execute inventory, location-audit, consolidation, relocation, and receipt-processing functions. The IBS Coordinator distributes these reports to all managers and to the functional personnel involved in each process. Each individual must review these reports to identify discrepancies. The reports also are useful as management tools that provide statistical data essential to the operation and administration of the Supply Department. The IBS Coordinator must, in the proper discharge of duties, review all reports generated by the IBS Program.

C. PREPARATION PROCEDURES

1. Conduct Pre-briefing. Before beginning any work or providing training, hold a general briefing that includes the following topics:

a. Scanner Control Point. This is the place where personnel accomplish the following;

(1) Pick-up and turn-in scanners,
(2) Obtain fresh batteries.

b. Site Supervisor. This is the individual that will accomplish the following;

(1) Assist personnel that have problems with scanners,
(2) Answer questions regarding processing procedures.

c. Types of Functions. Discuss the following:

(1) Location-audit processing,
(2) Inventories,
(3) Receipts in process,
(4) Material stowage,
(5) Consolidation,
(6) Relocation,
(7) Scanner transfers,
(8) Reviewing and clearing data.

d. Working Areas. Discuss the various areas used for storeroom, shipment, and receipt processing.

e. Training. Cover the following fundamental topics:

(1) Basic scanner functions;

(2) Procedures required to accomplish various tasks, such as how to add records, how to change an item count, and so on.

2. Establish System Configuration.

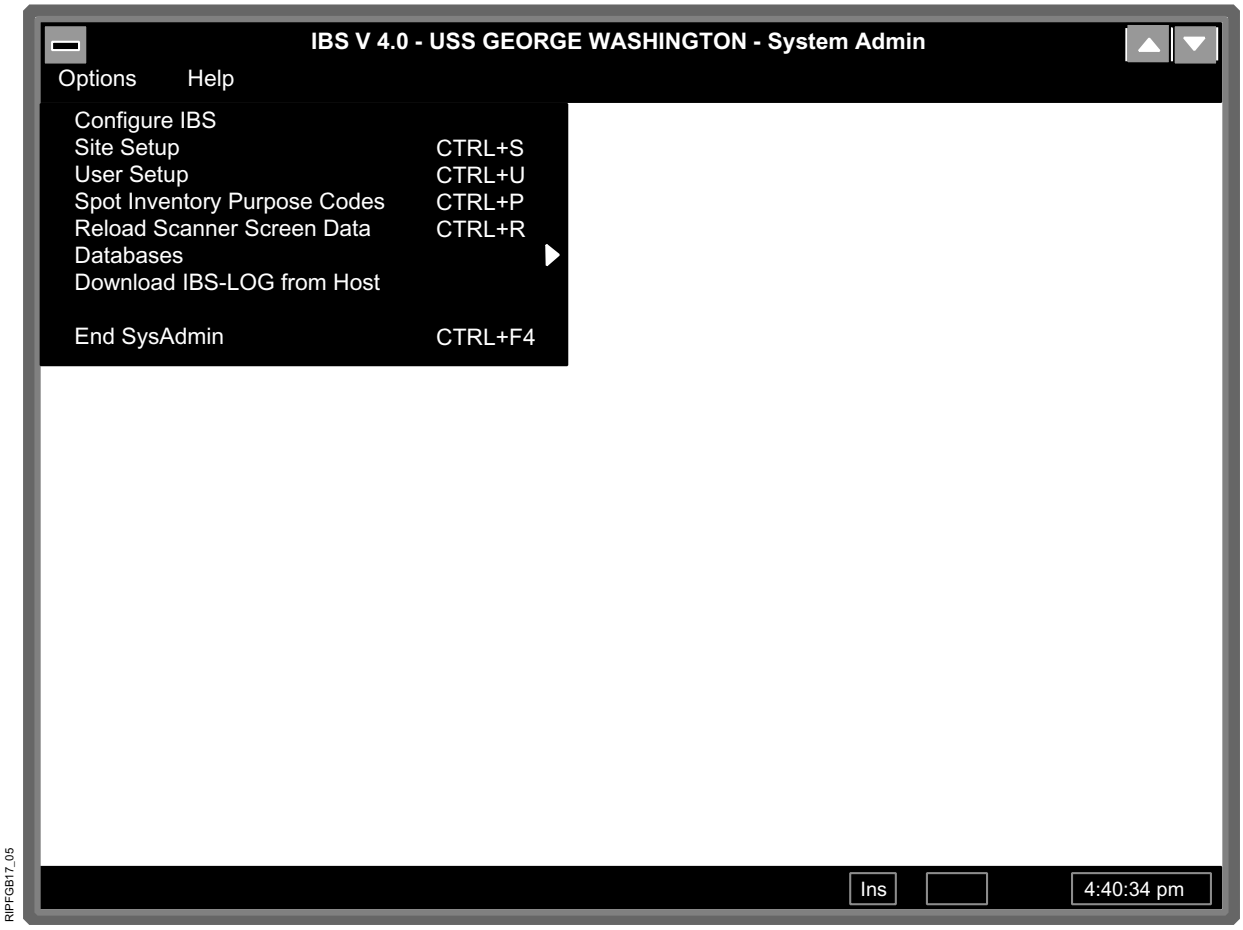


Figure 5

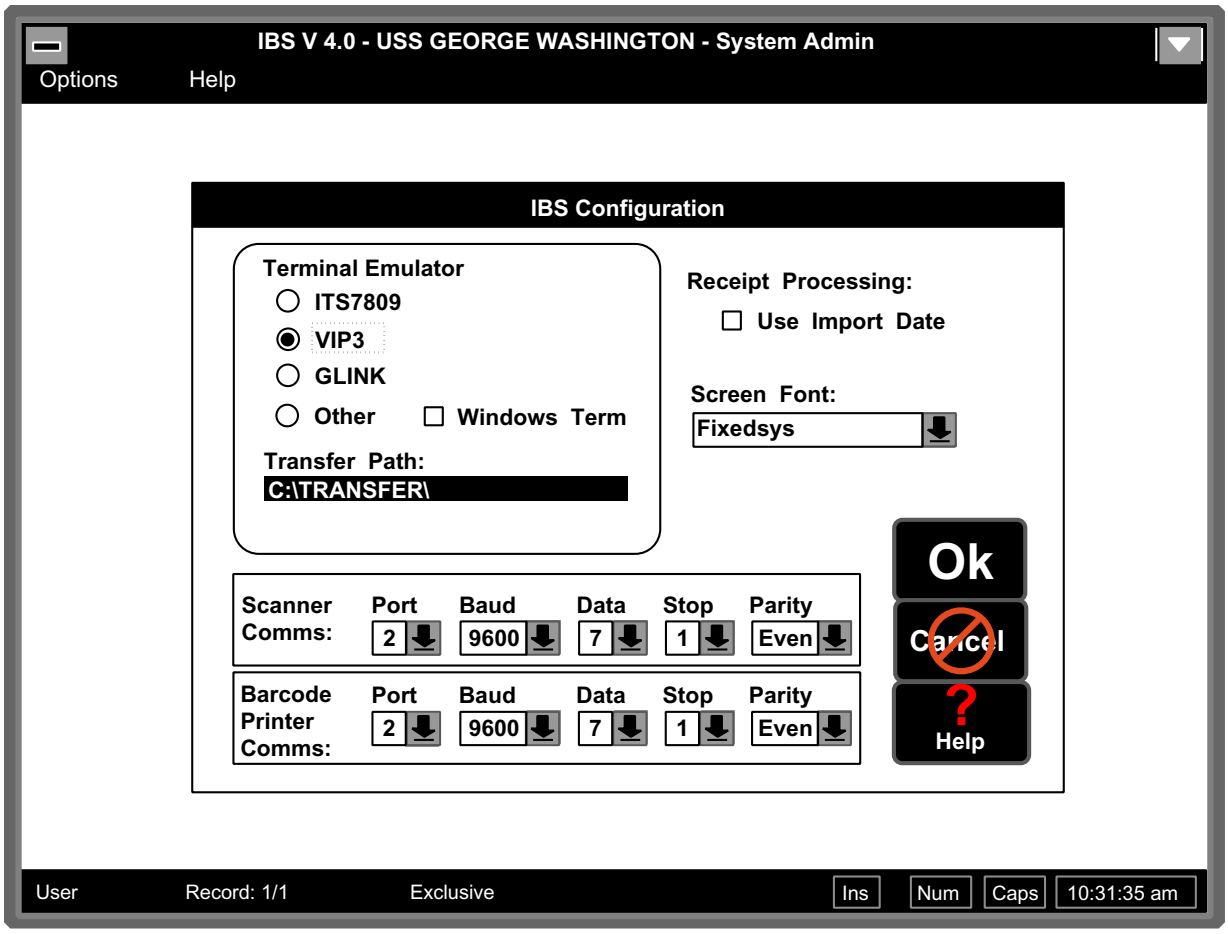


Figure 6

a. General. Before beginning any process, you must configure your system for the Integrated Barcode Program.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the System Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Configure IBS Option from the Options Submenu.

(8) Step 8. Select the particular terminal emulator that is on your system from those shown on the screen (Figure 6) or select the Other Option.

NOTE: VIP3 is the terminal emulator of choice for the unported form of IBS Version 4.0.

(9) Step 9. If you select the Other Option in the previous step, enter the transfer path you wish to use for the ported form of this program (Figures 7 and 8).

(10) Step 10. Select whether you wish to use an import date for receipt processing.

(11) Step 11. Select the down arrow ¬ next to the Screen Font Data Block to view the fonts available to you. Select one of those fonts if you wish to change the default setting.

NOTE: The Fixedsys Option is the only acceptable choice for the screen font. Others will not always allow you to view data properly.

(12) Step 12. Use this same procedure to change the default settings for the Scanner Communications (comms) Data Block and the Barcode Printer Communications (comms) Data Block.

(13) Step 13. When you finish, select the OK Option to save your input. The system then returns to the System Administration Screen.

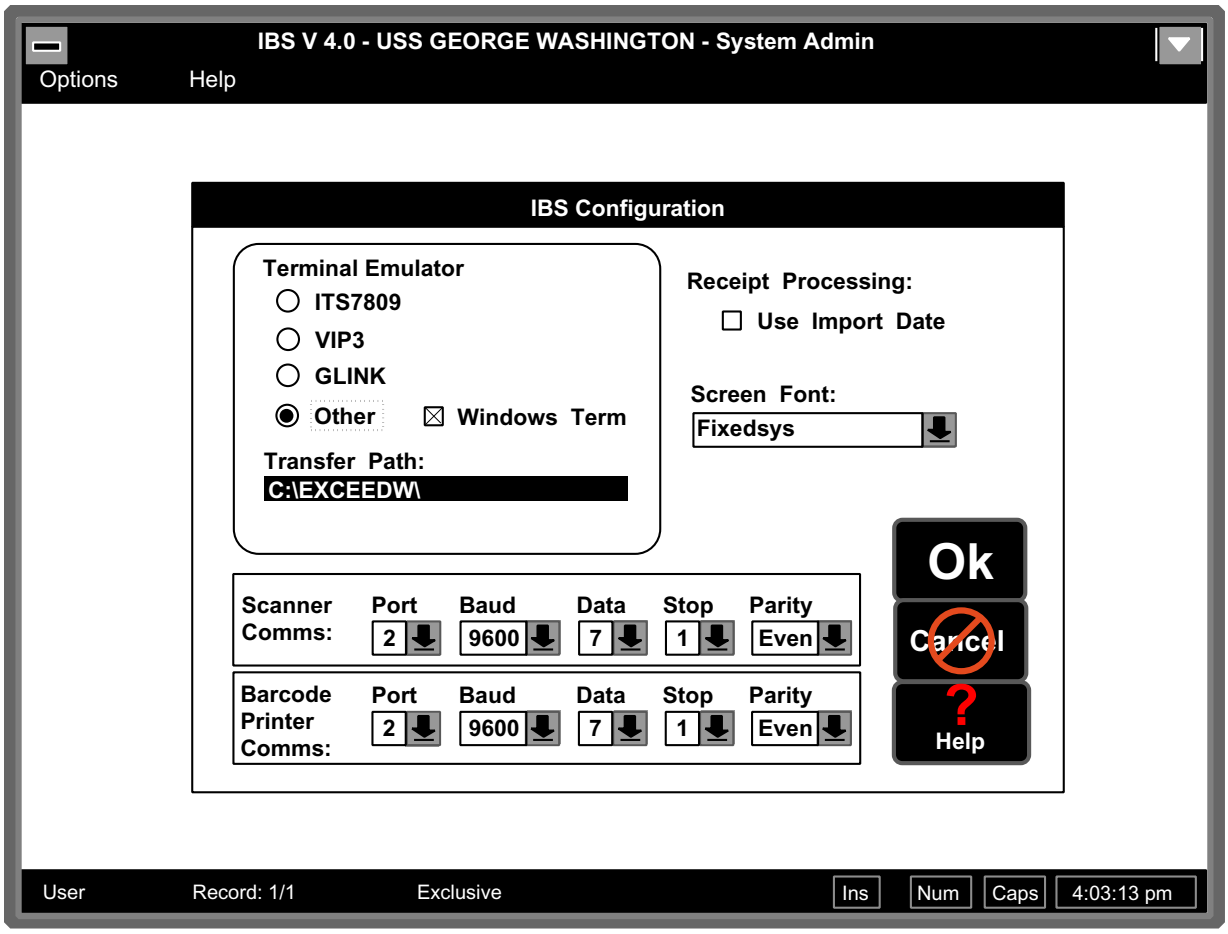

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin
Options
Help
IBS Configuration
Terminal Emulator
ITS7809
VIP3
GLINK
Other
Windows Term
Transfer Path:
C:\EXCEEDW\
Receipt Processing:
Use Import Date
Screen Font:
Fixedsys
Ok
Cancel
Help
Scanner Comms:
Port 2
Baud 9600
Data 7
Stop 1
Parity Even
Barcode Printer Comms:
Port 2
Baud 9600
Data 7
Stop 1
Parity Even
User
Record: 1/1
Exclusive
Ins
Num
Caps
4:03:13 pm
STOWFGB112_07

Figure 7

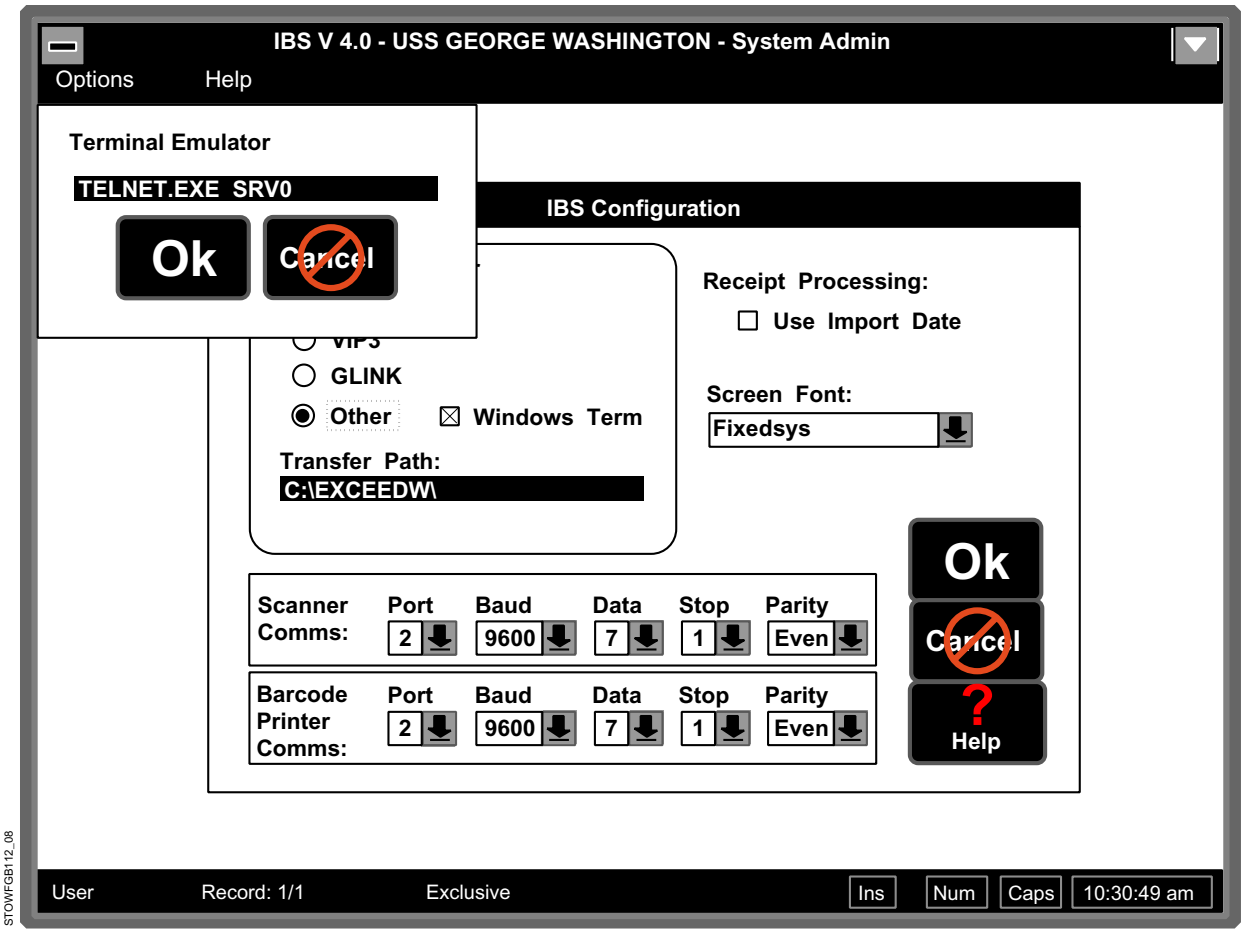

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin
Options
Help
Terminal Emulator
TELNET.EXE SRV0
Ok
Cancel
IBS Configuration
Receipt Processing:
Use Import Date
GLINK
Other
Windows Term
Screen Font:
Fixedsys
Transfer Path:
C:\EXCEEDW\
Scanner Comms:
Port
Baud
Data
Stop
Parity
2
9600
7
1
Even
Barcode Printer Comms:
Ok
Cancel
Help
User
Record: 1/1
Exclusive
Ins
Num
Caps
10:30:49 am
STOWFGB112_08

Figure 8

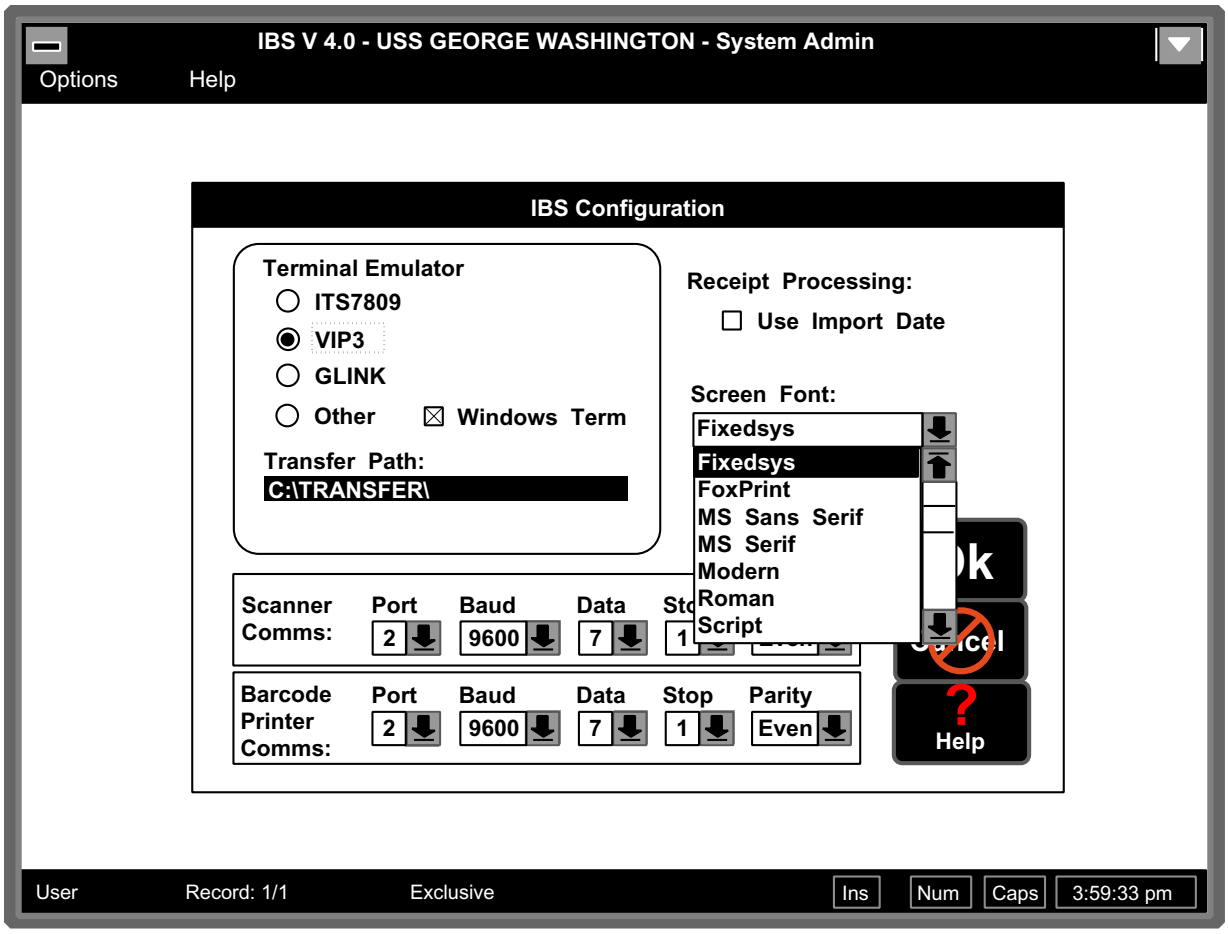

IBS V 4.0 - USS GEORGE WASHINGTON - System Admin
Options
Help
IBS Configuration
Terminal Emulator
ITS7809
VIP3
GLINK
Other
Windows Term
Transfer Path:
C:\TRANSFER\
Receipt Processing:
Use Import Date
Screen Font:
Fixedsys
Fixedsys
FoxPrint
MS Sans Serif
MS Serif
Modern
Roman
Script
Scanner Comms:
Port
Baud
Data
2
9600
7
Barcode Printer Comms:
Port
Baud
Data
Stop
Parity
2
9600
7
1
Even
Help
User
Record: 1/1
Exclusive
Ins
Num
Caps
3:59:33 pm
STOWFGB112_09

Figure 9

3. Establish Control Data.

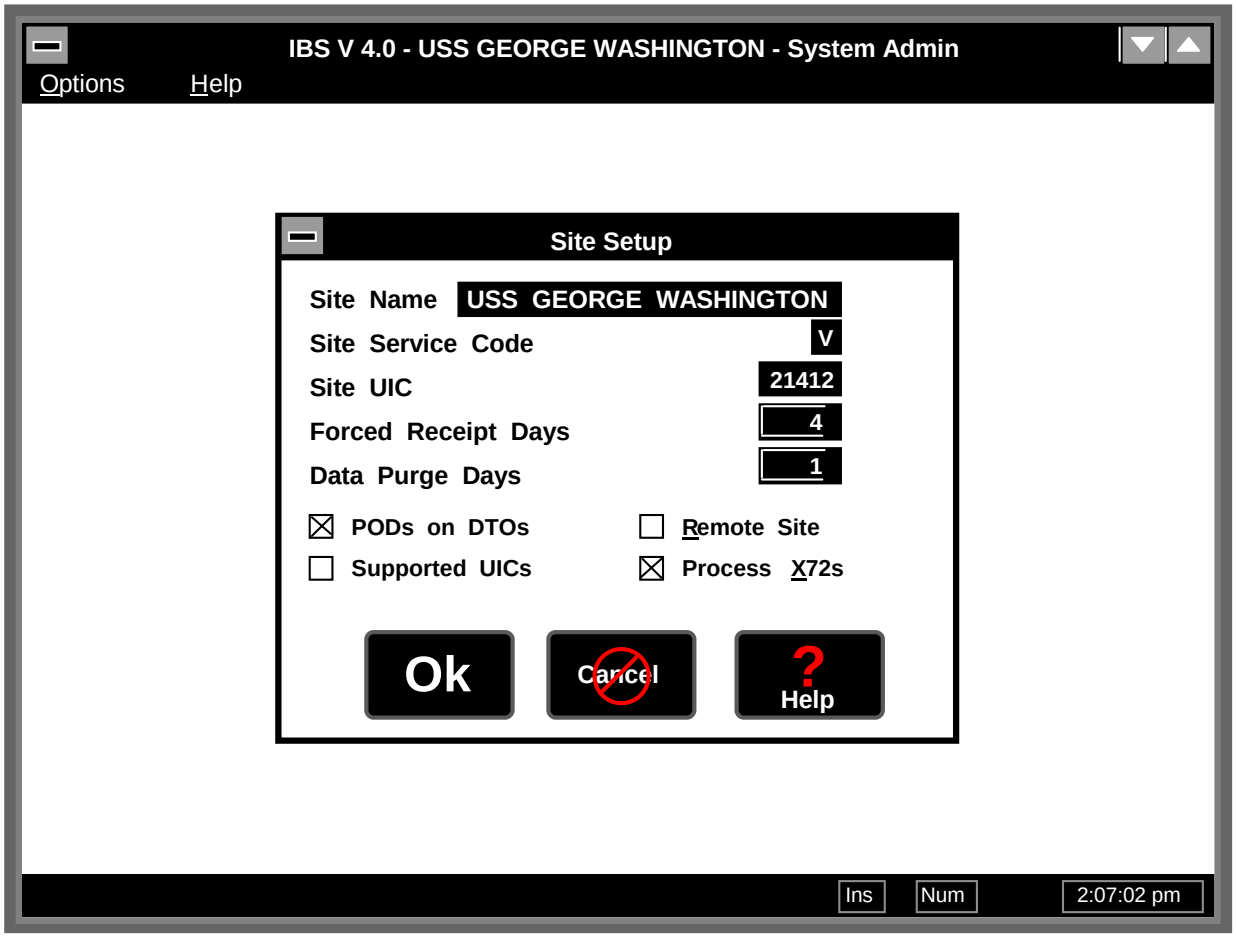


Figure 10

a. General. Like the SUADPS-RT system, the IBS Program requires a validation file similar to a System Constant File (SCF). This allows you to set the name of the activity, the service designator, the activity UIC, and other data elements that control IBS system processing.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Site Setup Option from the Options Submenu.

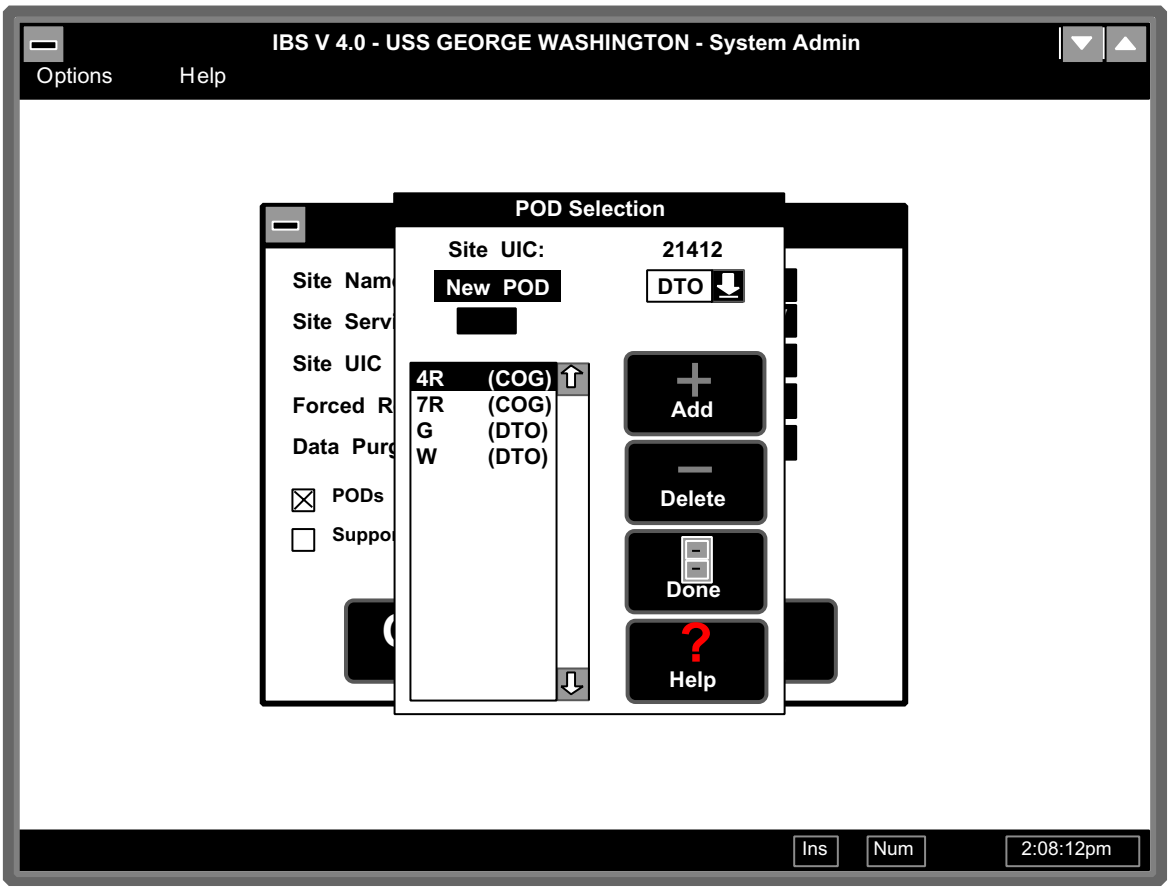


Figure 11

(8) Step 8. Enter the information desired in the following data fields:

(a) Site Name,
(b) Site Service Code,
(c) Site UIC,
(d) Site Routing ID,
(e) Forced Receipt Days,
(f) Data Purge Days,
(g) DTO POD Indicator,
(h) Remote Site Indicator,
(i) Supported UIC Indicator,
(j) Process X72s.

(9) Step 9. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Screen.

(10) Step 10. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

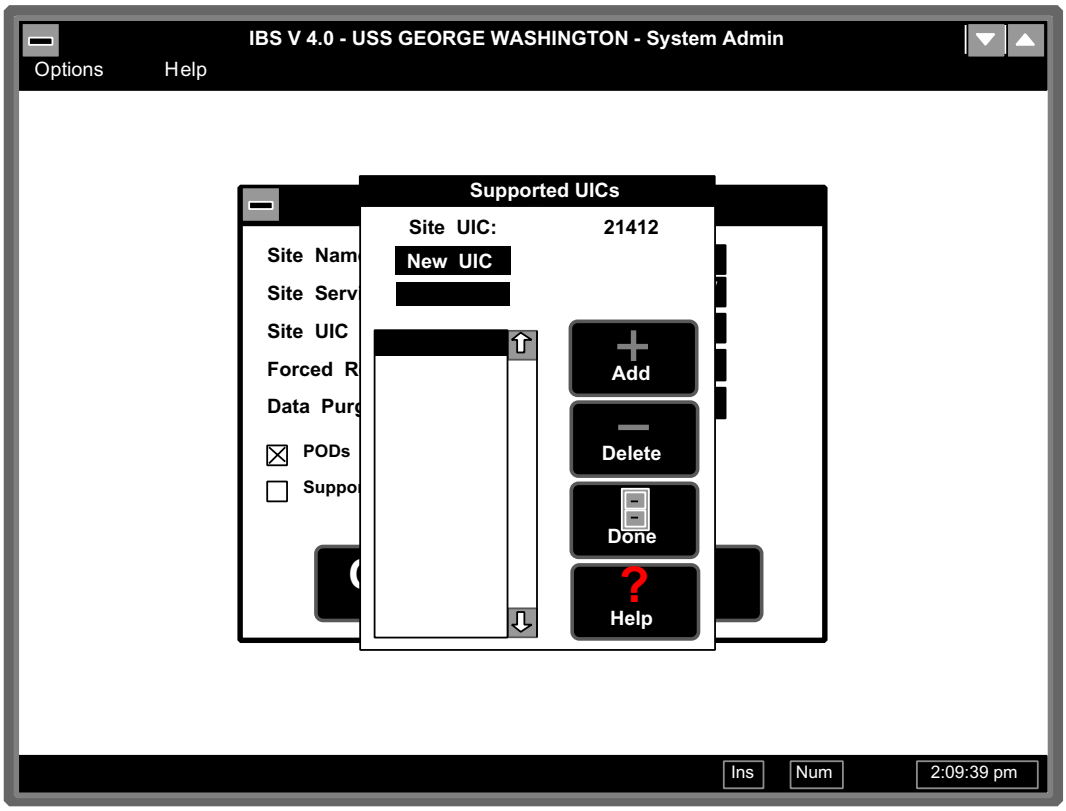


Figure 12

4. Establish System Passwords.

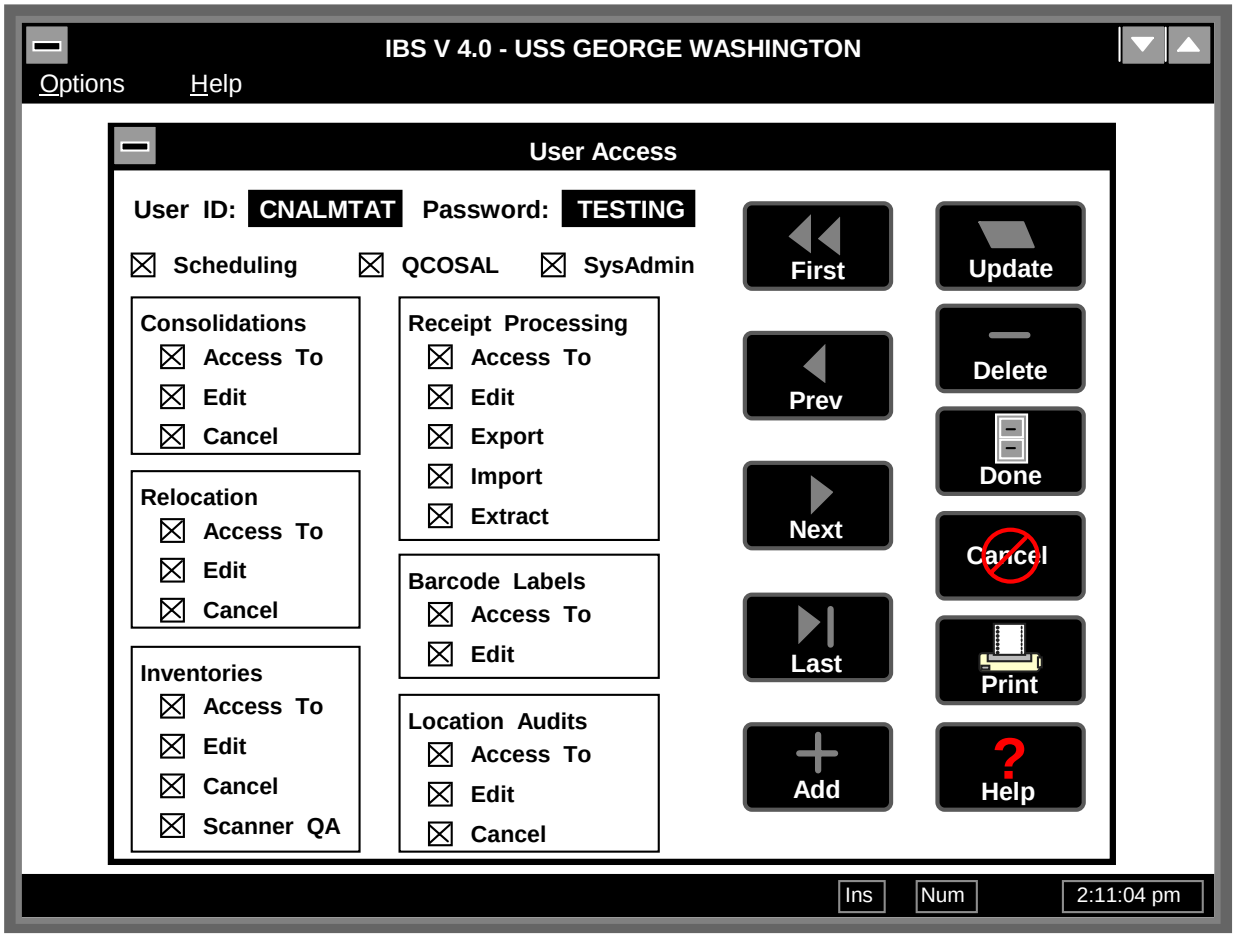


Figure 13

a. General. This function allows you to assign or change system passwords. These in turn allow you to restrict access and maintain system security. Personnel implementing the IBS Program will develop the initial password directory and furnish it to you during the installation process. However, you must change these passwords if you have evidence that someone compromised the system. Annotate these passwords onto a sheet of paper, seal it in an envelope, and lock in the Supply Officer's safe. Follow these security procedures every time you change passwords.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Sys Admin Option also on the IBS Main Menu Screen.

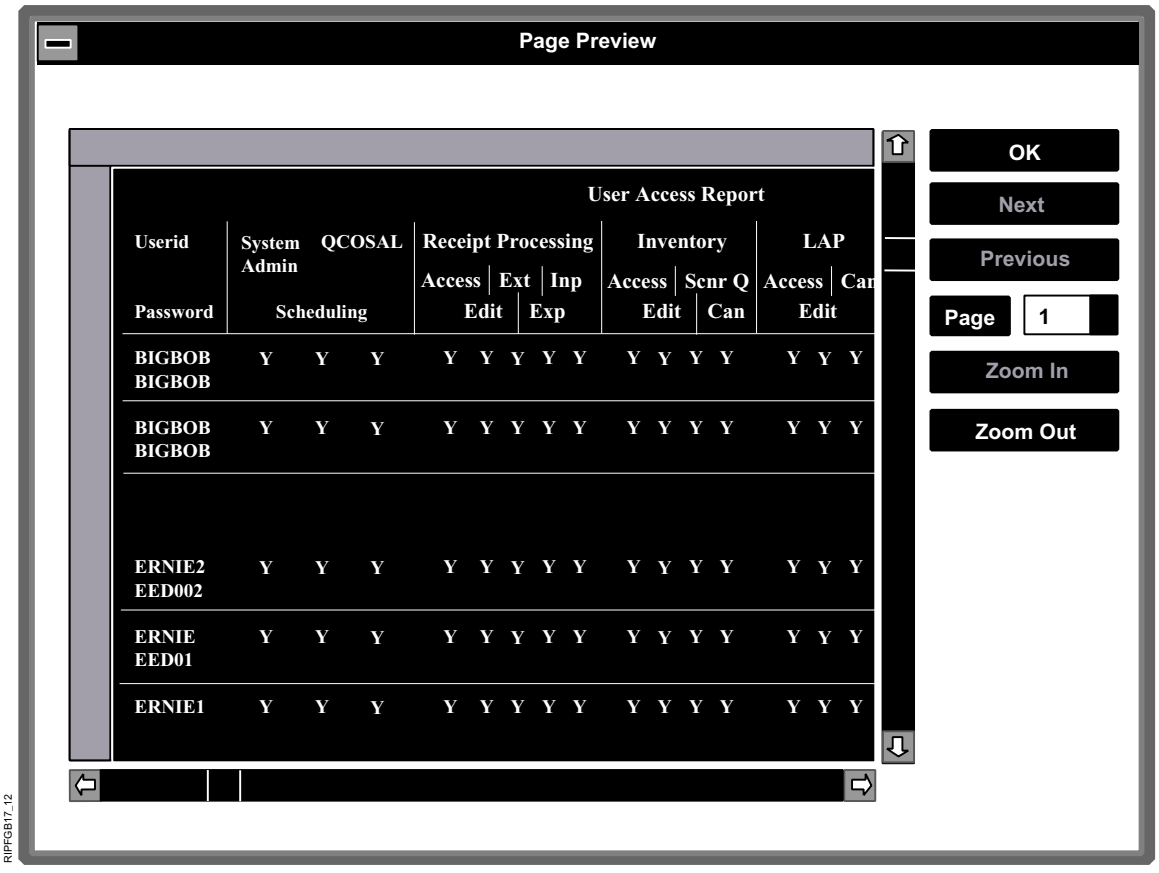


Figure 14

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the User Setup Option from the Options Submenu.

(8) Step 8. Select the Add Option and then type in the user ID code you wish to add. In addition, select the functions to which you wish that user ID to have access. The functions available are as follows:

(a) Scheduling,
(b) Q-COSAL,
(c) System Administration,
(d) Consolidation,
(e) Relocation,
(f) Inventories,
(g) Receipt Processing,
(h) Bar-code Labels,
(i) Location Audits.

NOTE: To modify the functions available to a particular individual, enter the particular code you wish to change in the User ID Data Field. Then, remove the selection from the functions to which you do not wish this person to have access. Finally, select the Update Option to input the changes to the database. To delete a particular code, enter the appropriate code in the User ID Data Field. Then, select the Delete Option to remove it from the database.

(9) Step 9. If you wish to print the user listing, select the Print Option.

(10) Step 10. The program then allows you to review the data on the screen. Ensure it is correct and then press the OK Option to continue.

NOTE: When you review the records, select the Zoom In Option to increase the size of the data on the screen. Then use the up or down and right or left arrow options on the screen to view the different data on the file. Use the Next, Previous, or Enter Page Number Option to move from page to page within the file.

(11) Step 11. When you finish entering data, select the Done Option to conclude this process. The system returns to the System Administration Menu Screen.

(12) Step 12. Select the End Sys Admin Option from the Options Submenu to return the system to the IBS Main Menu Screen.

5. Transfer Screen Data to a Scanner.

a. General. The current generation of INTERMEC scanners can process and contain so much data that there is insufficient space for screen data. Therefore, you need to transfer this data from the PC to a scanner before you can use it.

b. Processing. The step-by-step procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Reload Scanner Screen Data Option from the Options Submenu after you connect the appropriate cable securely to both the scanner and the PC. The system immediately begins transferring the screen data.

NOTE: Ensure that the IBS Version 4.0 chip is installed in the scanner before transferring screen data. Procedures for installing the chip can be found in section 8.b of this desk guide.

6. Use the Databases Function.

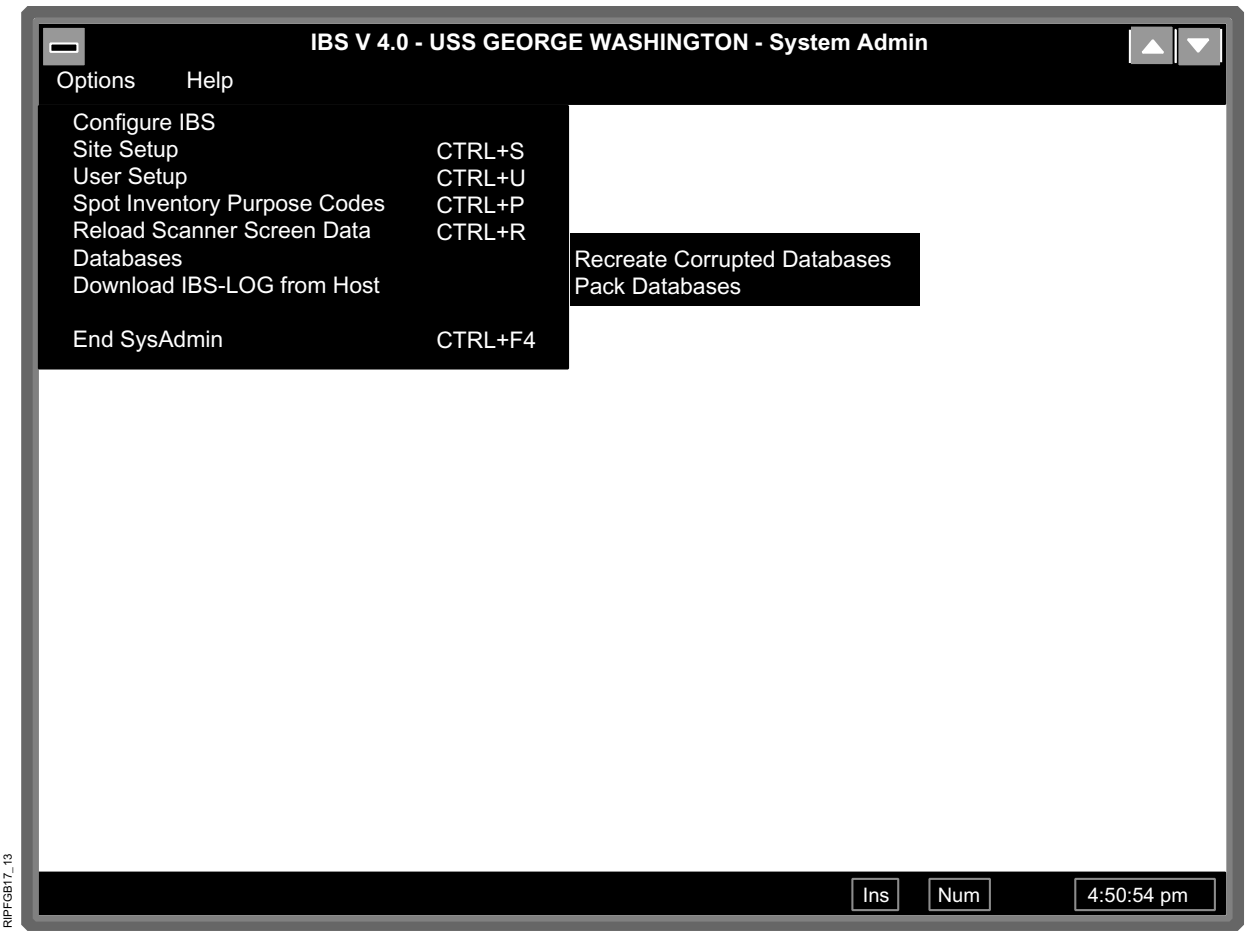


Figure 15

a. General. This function allows you to recreate databases that have corrupt data as well as to repack the data within them.

b. Processing. The step-by-step procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Databases Option from the Options Submenu.

(8) Step 8. Select either the Recreate Corrupted Database or the Pack Databases Option. The system immediately proceeds to accomplish the tasking you select.

(9) Step 9. When the function you selected is complete, select the OK Option to continue. The system returns to the System Administration Menu Screen.

7. Print the IBS Log Report.

a. General. This function allows you to print a report that lists all the operators that access the system and the processes they accomplish.

b. Processing. The step-by-step procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

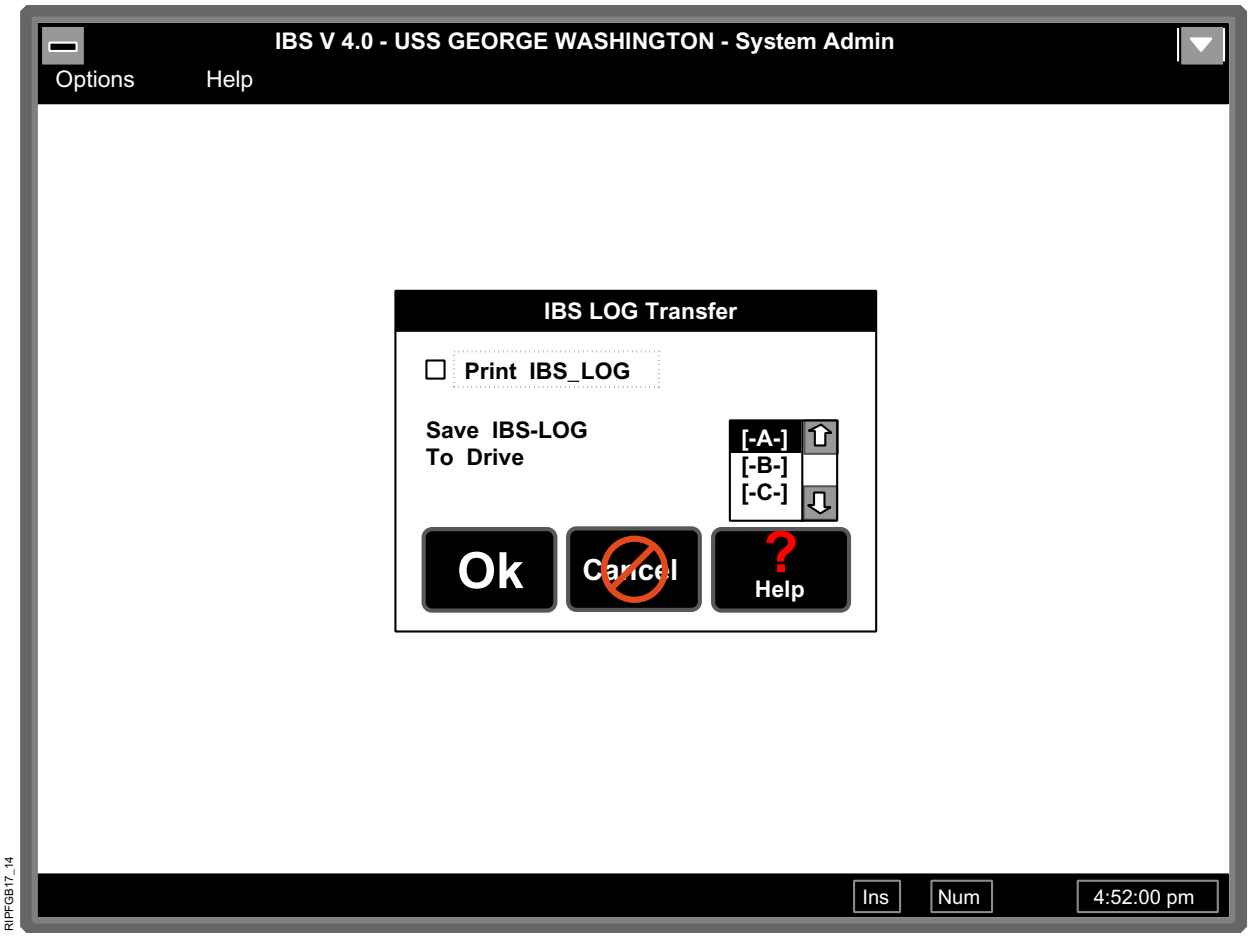


Figure 16

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Sys Admin Option also on the IBS Main Menu Screen.

(6) Step 6. Select to access the Options Submenu on the System Administration Menu Screen.

(7) Step 7. Select the Download IBS-Log From Host Option from the Options Submenu.

(8) Step 8. Select the Print IBS Log Option to continue.

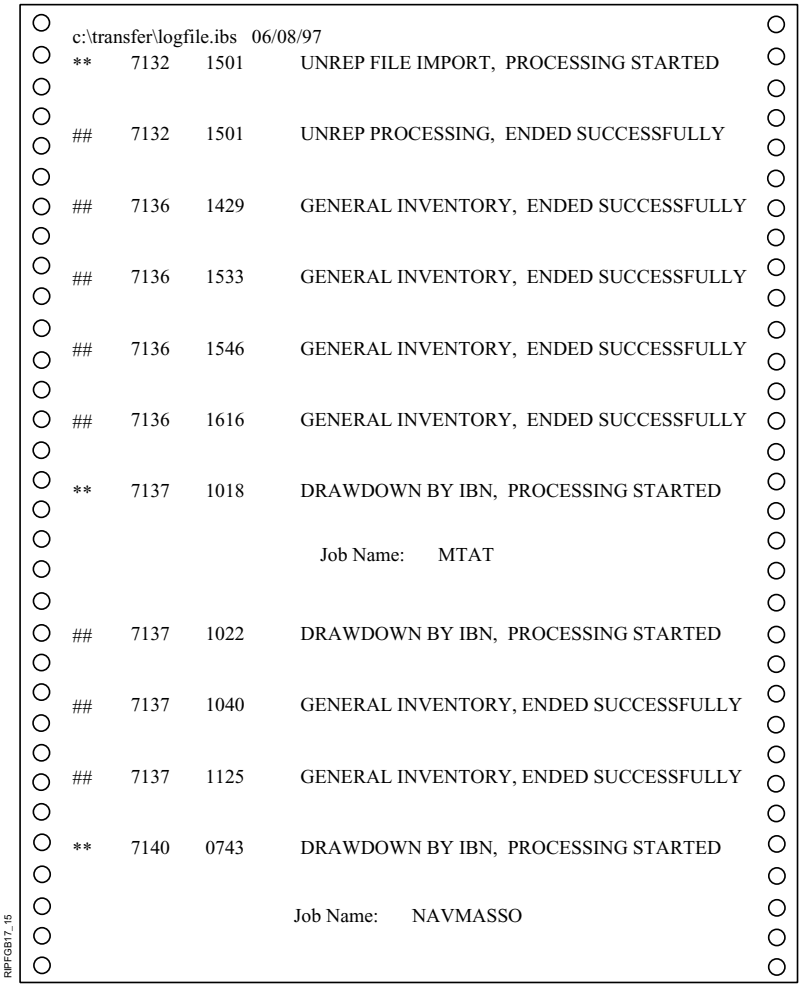


Figure 17

(9) Step 9. Select the drive (from those that appear on the screen) to which you wish to save log data.

(10) Step 10. Select the OK Option to continue. After the printing process is complete, the system returns to the System Administration Menu Screen.

8. Check Scanners Before Using.

a. Conduct Routine Maintenance. The relatively simple procedures for accomplishing maintenance for a scanner are as follows:

(1) Step 1. Provide a freshly charged battery for each scanner every day. Do not use the battery packs containing "double A" batteries. These are only for use when shipping defective scanners back to the type commander TYCOM.

(2) Step 2. Use the scanner and recharge batteries in continuous cycles. That is, use it for 750 hours and then charge overnight. This cycle ensures the batteries remain at a safe level of operation. Do not recharge batteries for more than 14 hours or you may damage the NiCad battery pack.

(3) Step 3. Ensure you remove the unit's battery pack and place it in the recharge unit after each use.

(4) Step 4. Press the discharge button once after inserting it in the charger.

(5) Step 5. Maintain the chargers in an area with limited access. (There is a tendency for ship's personnel to press the discharge button, mainly out of curiosity.)

(6) Step 6. Reset the battery chargers when there is a loss of ship's power. Do not store the scanners without the external battery pack. To do so causes a power drain on the scanner's internal battery. A complete loss of internal battery power renders the scanner inoperable.

(7) Step 7. If a battery pack gets stuck in the charger, insert something that is plastic and nonconductive (such as an ID card) between the battery and the top slot of the charger. This will allow the wire contacts to disengage (chances are, they are slightly bent).

(8) Step 8. Contact your TYCOM representative to coordinate repair of damaged or defective scanners.

b. Install IBSV4 Chip to Scanner. The procedures necessary to install the IBS Version 4.0 chip to a scanner are as follows:

(1) Step 1. Ensure the chip socket is empty before you turn on the scanner.

(2) Step 2. Scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two “IBSV4 configuration” bar code one after the other when the term “Configuration Mode” appears on the scanner.

(5) Step 5. Scan the “end configuration ” bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term “Compiling ...” appears on the scanner while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

Figure 18

c. Prevent a Low Charge. If the scanner's batteries need recharging, the cursor on the scanner's screen will become much larger. In addition, the scanner will emit three beeping sounds (instead of only one) after you press the ENTER key. When this occurs, transfer data from the scanner to the PC without delay.

(1) External Battery Pack. To prevent a low-charge warning, periodically check the charge on the battery pack as follows:

(a) Step 1. Select the Sys Admin Option from the Main Menu Screen on the scanner.

(b) Step 2. Select the Next Page Option and then the Check Battery Option from the Sys Admin Screen. If the batteries are all right, the term "Ready" appears. Press the CTRL and ENTER keys at the same time. The term "Low battery" appears if the battery pack has a low charge.

(c) Step 3. Press the ENTER key to return the scanner to the Main Menu Screen.

(2) Internal Lithium Battery. The internal battery has a life span of one year and supports all internal processes (programs). To prevent a low-charge warning, periodically check the charge on the internal battery as follows:

(a) Step 1. Clear all data on the scanner.

(b) Step 2. Remove the external battery pack.

(c) Step 3. Remove the EPROM chip cover.

(d) Step 4. Note the position of the chip itself and then remove it.

(e) Step 5. Replace the charged battery pack and lock in place.

(f) Step 6. Turn the scanner back on.

(g) Step 7. When the term "TRAKKER Ready" appears, press the ALT and B keys at the same time.

(i) If the term "Low battery" appears, the charge of the external battery is low.

(ii) If the term "Low backup" appears, the charge of the internal battery is low.

d. Reconfigure Scanner. You will need to reconfigure a scanner if the charge of the internal battery is low or if the chip requires replacement. The procedures for this process are as follows:

(1) Step 1. Ensure the scanner is off, then remove the chip.

(2) Step 2. Turn on scanner and scan the "default configuration" bar code (Figure 18) at the "ready" prompt. This begins a self test on the scanner.

(3) Step 3. Scan the "start configuration" bar code at the "ready" prompt after the scanner restarts.

(4) Step 4. Scan the two "IBSV4 Configuration" bar codes after the other when the "Configuration Mode" appears on the scanner.

(5) Step 5. Scan the "end configuration" bar code and turn off the scanner.

(6) Step 6. Insert the chip to its socket and turn on the scanner. The term "Compiling ..." appears on the screen while it installs IBS Version 4.0.

(7) Step 7. Load screen data using the SysAdmin Function when the scanner prompts you.

9. Ready Scanners With No Data on File. The procedures required to ensure scanners are ready for processing in this case are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when originally turned off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when using one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, consolidation, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. When the Main Menu Screen appears again, press function key F3 to change the volume of the beeping sound. Then, press alphabetic key S for a soft volume, alphabetic key M for a medium volume, or alphabetic key L for a loud volume.

e. Step 5. Press function key F4 to check the date and time. If the data is correct, press alphabetic key Y and then the ENTER key. If it is incorrect, press alphabetic key N and then the ENTER key. The keys that are active on each processing screen are as follows:

(1) F1 allows you to access the Help Screen,
(2) BKSP allows you to delete a single character,
(3) ALT and BKSP together allow you to delete an entire data field,
(4) ALT and C together allow you to light up the screen in a dark or dimly lit area.

f. Step 6. Enter the correct date and time. Ensure you press the ENTER key after you complete each data field on the screen.

g. Step 7. Press alphabetic key Y to return the scanner to the Main Menu Screen.

h. Step 8. Enter the scanner number, usually a number from 1 to 40.

i. Step 9. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options offered are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) Sys Admin.

10. Ready Scanners With Data Not Yet Transferred. The procedures required to ensure scanners are ready for processing in this case are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when originally turned off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when using one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, consolidation, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Press any key to return the scanner to the Main Menu Screen.

e. Step 5. Select one of the options shown on the screen. If you select a function that already has data on file, the system will add any transactions that you process at this time to the old file. For example, if the data on the scanner is for RIP processing and you wish to continue this function, the scanner allows you to add the new RIP transactions to the old file. Before you work on the same option, ensure you did not already transfer the data to the PC. Only in this way can you prevent duplicating the transfer of the same data.

f. Step 6. If you decide to transfer scanner data at this time, prepare the PC for this process. INTERMEC scanners now have the capacity to store data for different functions at one time without having to transfer data immediately to a PC. The only exception to this is the combination of a location audit and a general inventory, because you cannot begin a location audit without first completing the general inventory or vice versa. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

g. Step 7. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 7 on the scanner (Transfer Option) and finally select the OK Option on the PC.

h. Step 8. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner one after the other.

i. Step 9. After you successfully complete the transfer, you need to delete the file from the scanner and prepare the scanner for another process (refer to the next paragraph).

11. Ready Scanners With Data Transferred But Not Erased. After you transfer data to the PC successfully, delete the data from the scanner file. This is to ensure that you do not duplicate transfers of transactions to the PC. The program adds these new transactions to the old file even though you already transferred the old file once. Follow the procedures described below to prepare scanners for processing when you did not erase the data.

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when originally turned off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when using one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location-audit, consolidation, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. Select the Sys Admin Option by pressing numeric key 8 from the Main Menu Screen.

e. Step 5. Select the Clear File Option by pressing numeric key 4 then 5 for clear data file.

f. Step 6. Select the file you wish to clear from the following:

(1) Press numeric key 1 to select to clear RIP records,
(2) Press numeric key 2 to select to clear stow records,
(3) Press numeric key 3 to select to clear relocation records,
(4) Press numeric key 4 to select to clear inventory records,
(5) Press numeric key 5 to select to clear location audit records.

g. Step 7. Press the ALT key and alphabetic key E after the data clears to return the system to the Main Menu Screen.

h. Step 8. Select the option for the type of processing you wish to accomplish when the Main Menu Screen appears once more. The options offered are as follows:

(1) Inventory,
(2) Location Audit,
(3) Receiving,
(4) Next Page,
(5) Relocation,
(6) Transfer,
(7) System Administration.

12. Ready Scanners With Data Transfer Questionable. If you are unsure whether a transfer was successful, repeat the transfer. The procedures required in this case are as follows:

a. Step 1. Press the ON/OFF key to turn on the scanner. (The INTERMEC 9440 has an automatic time-out feature that turns off the scanner after a predetermined length of time passes without action. Upon turning the scanner on again, the screen that was on the scanner when originally turned off appears again.)

b. Step 2. Ensure the CAPS key is in a locked position when using one of the options on the Main Menu Screen. If it isn't, the message "Caps lock is off. Press caps lock, then press Y." will appear. Follow the instructions on the screen.

c. Step 3. Press function key F1 to check the status of the scanner. The INTERMEC 9440 scanner reader begins a rapid process of verifying whether any data is present. The system will show the number of records on file for inventory, location audit, consolidation, relocation, and receipt processing. If there are no records on file, the number 000 appears on the screen after each file.

d. Step 4. If you decide to transfer scanner data at this time, prepare the PC for this process. By setting up the procedure on the PC, it will transfer the correct data from the scanner.

e. Step 5. Once the PC is ready for the transfer, connect the scanner to the PC using the INTERMEC 9440 transfer cable. Then, press numeric key 6 on the scanner (Transfer Option) and finally select the OK Option on the PC.

f. Step 6. As the transfer of data progresses, the messages "Transfer," "Transferring (Name of File) to PC," and "Transfer successful" appear on the scanner.

g. Step 7. After you complete the transfer successfully, you need to delete the file from the scanner and prepare the scanner for another process (see paragraph 10 above).

D. GENERAL-INVENTORY PROCEDURES

1. Prepare Scanners for Processing.

a. General. This function allows you to ensure all scanners are ready for personnel to use before beginning the general inventory. This involves all the following actions:

(1) Clearing any data already on the scanner and preparing it for the next operation,

(2) Ensuring that no two scanners have the same identification number,

(3) Verifying that the identification number used for the general inventory is unique and identical to the one entered to the PC.

b. Processing. The procedures required to program a scanner for general-inventory processing are as follows:

(1) Step 1. Select the Inventory Option from the Main Menu Screen by pressing numeric key 1. Ensure the scanner contains the Basic Material File (BMF) data you transferred from the PC.

(2) Step 2. The scanner prompts you to decide whether you wish to process a spot inventory or not. Press alphabetic key N to continue.

(3) Step 3. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for processing personnel.

(4) Step 4. Proceed to the next paragraph to continue this general-inventory process.

2. Schedule the Inventory.

a. General. This function allows you to schedule a general-inventory process on the PC. To do this you must first establish parameters on the PC and then transfer them to the Host.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

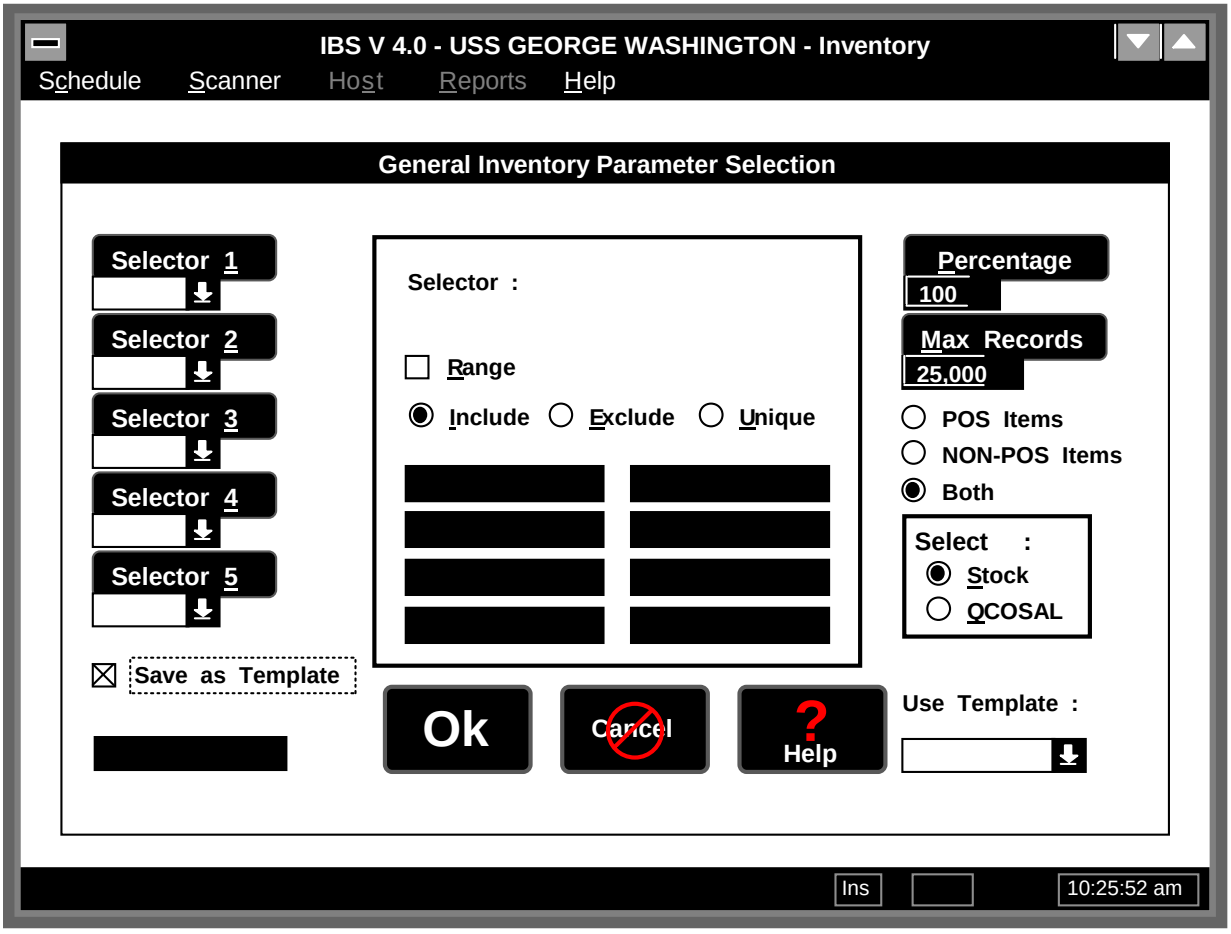


Figure 19

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

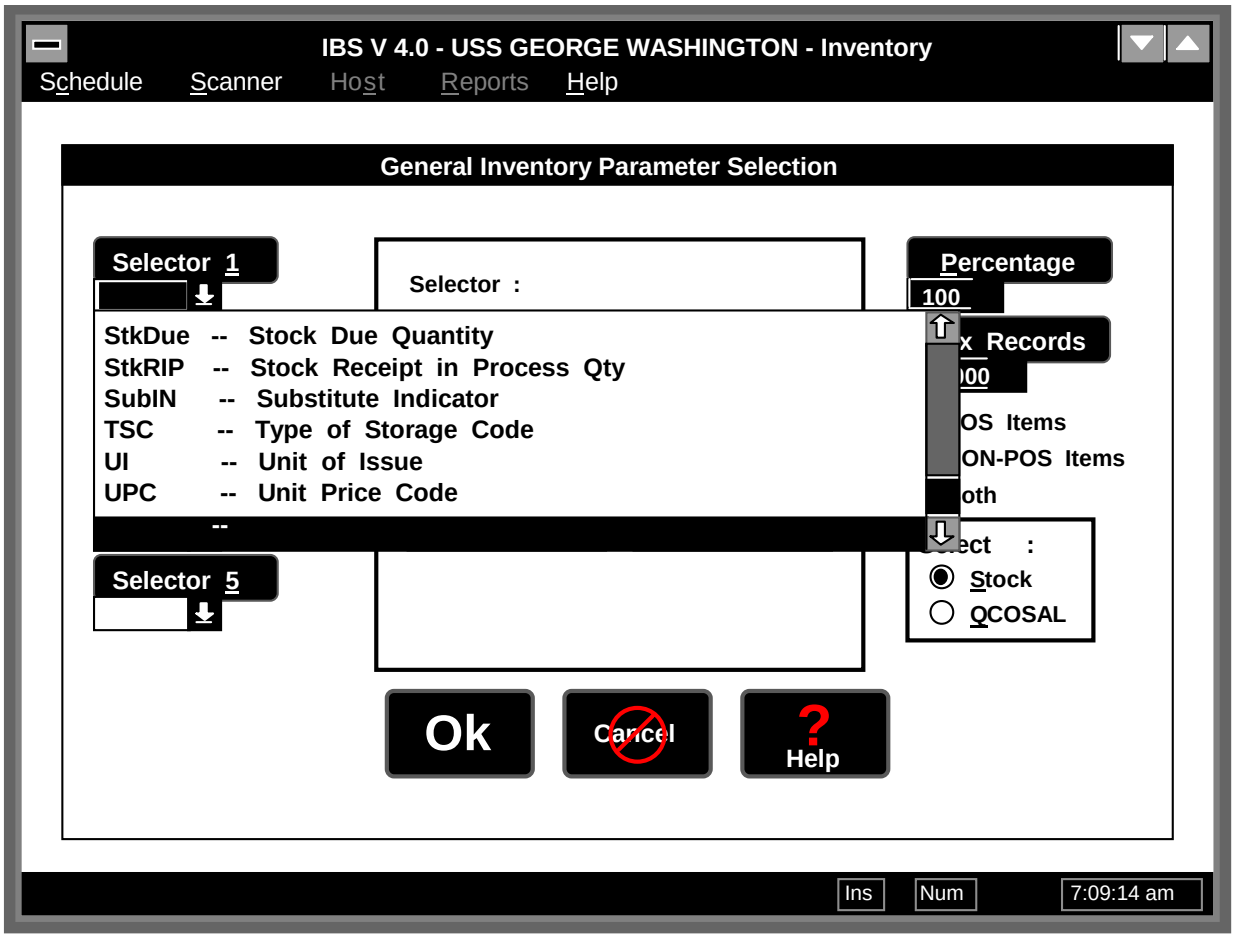


Figure 20

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Select the New Inventory Option from the Schedule Submenu.

(8) Step 8. Enter a name for the scheduled general inventory. This is a name between 6 and 10 characters long that you define.

NOTE: Write down this name for use when you need to review status and select inventory reports.

(9) Step 9. Enter a title for the output reports printed for this general-inventory process. This is a name with a maximum of 40 characters that you define.

(10) Step 10. Select the General Inventory Option.

(11) Step 11. Use the space bar or computer mouse to select the Down Arrow Option that allows you to view the Selector Submenu.

(12) Step 12. Choose the general-selector codes you wish to use for this general inventory.

NOTE: You may choose a maximum of five general selector codes.

(13) Step 13. Select the Range Option as necessary and also select whether to include or exclude each code or make it unique.

(14) Step 14. Select the percentage (%) of items that you wish to include in this process.

(15) Step 15. Select the maximum number of records that you wish to include in this process.

(16) Step 16. Select the type of material that you wish to select for this inventory: POS, non-POS, or both; select also stock or Q-COSAL.

(17) Step 17. Select whether you wish to save the parameters you entered to a template. This allows you to use this template at a future date without having to enter all the parameters again.

(18) Step 18. Review the information you entered on the screen.

(19) Step 19. Select the OK Option to input the parameters for this inventory.

(20) Step 20. Select the OK Option again to save parameters for this inventory.

(21) Step 21. The system then prompts you to decide whether you wish to transfer parameter data to the Host computer now. Select one of the following options:

(a) Yes. If you select this option, proceed to Step 12 of the Select to Execute the Inventory Paragraph below for additional detailed procedures.

(b) No. If you select this option, proceed to Step 1 of the Select to Execute the Inventory Paragraph below for additional detailed procedures.

NOTE: The usual procedure is to transfer the general-inventory data to the Host once a day.

3. Select to Execute the Inventory.

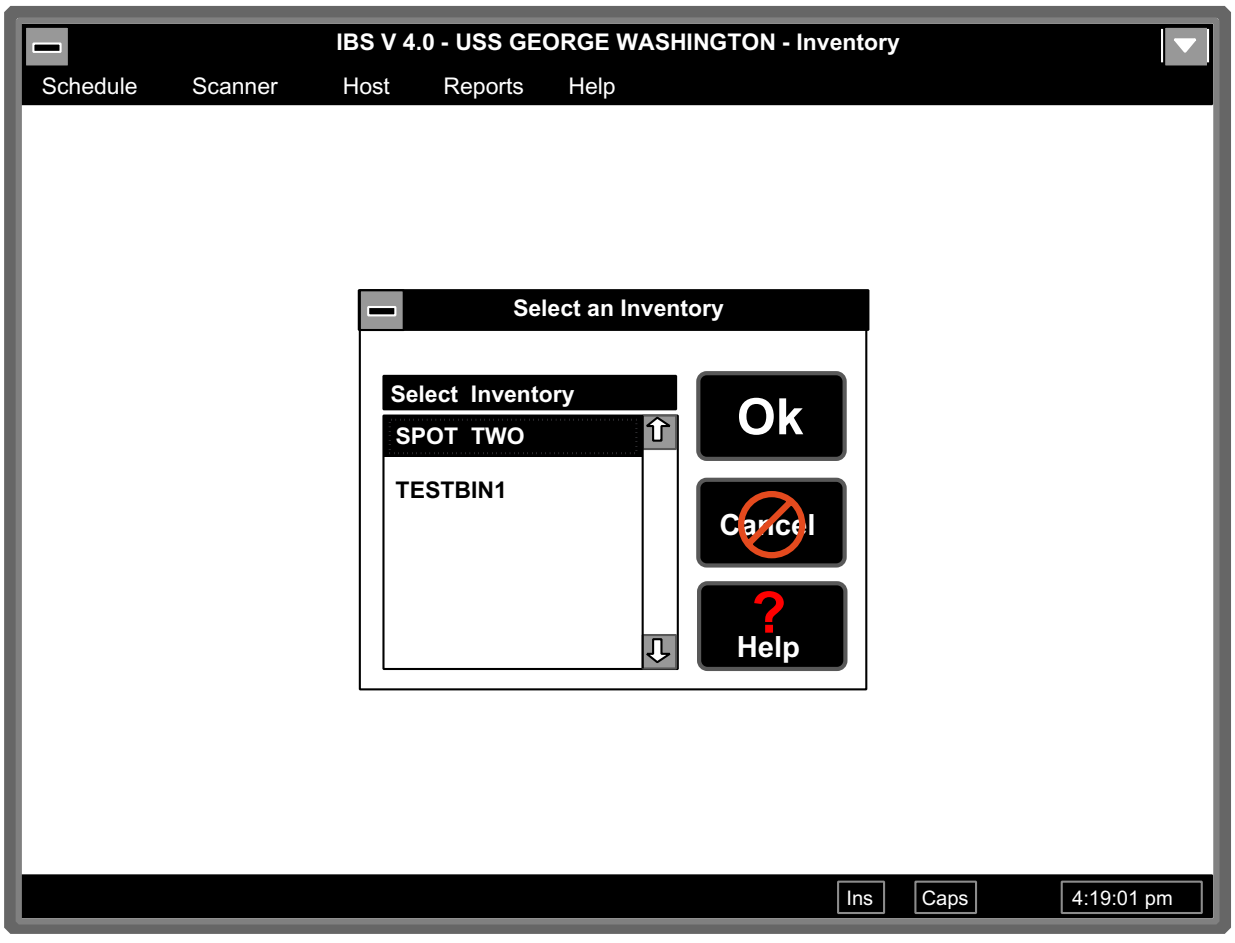


Figure 21

a. General. This function allows you to process a particular general inventory after scheduling it. If you previously selected to transfer parameters when scheduling this general inventory, begin at Step 12 of this process. Otherwise, begin at Step 1.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the particular general inventory that you wish to execute.

(9) Step 9. Select the OK Option to continue the procedure.

(10) Step 10. The system then prompts you to decide whether you wish to transfer parameter data to the Host computer. Select the Yes Option to continue this process.

(11) Step 11. Carefully read and follow the instructions that appear on the screen.

4. Transfer Data From the Host to the PC.

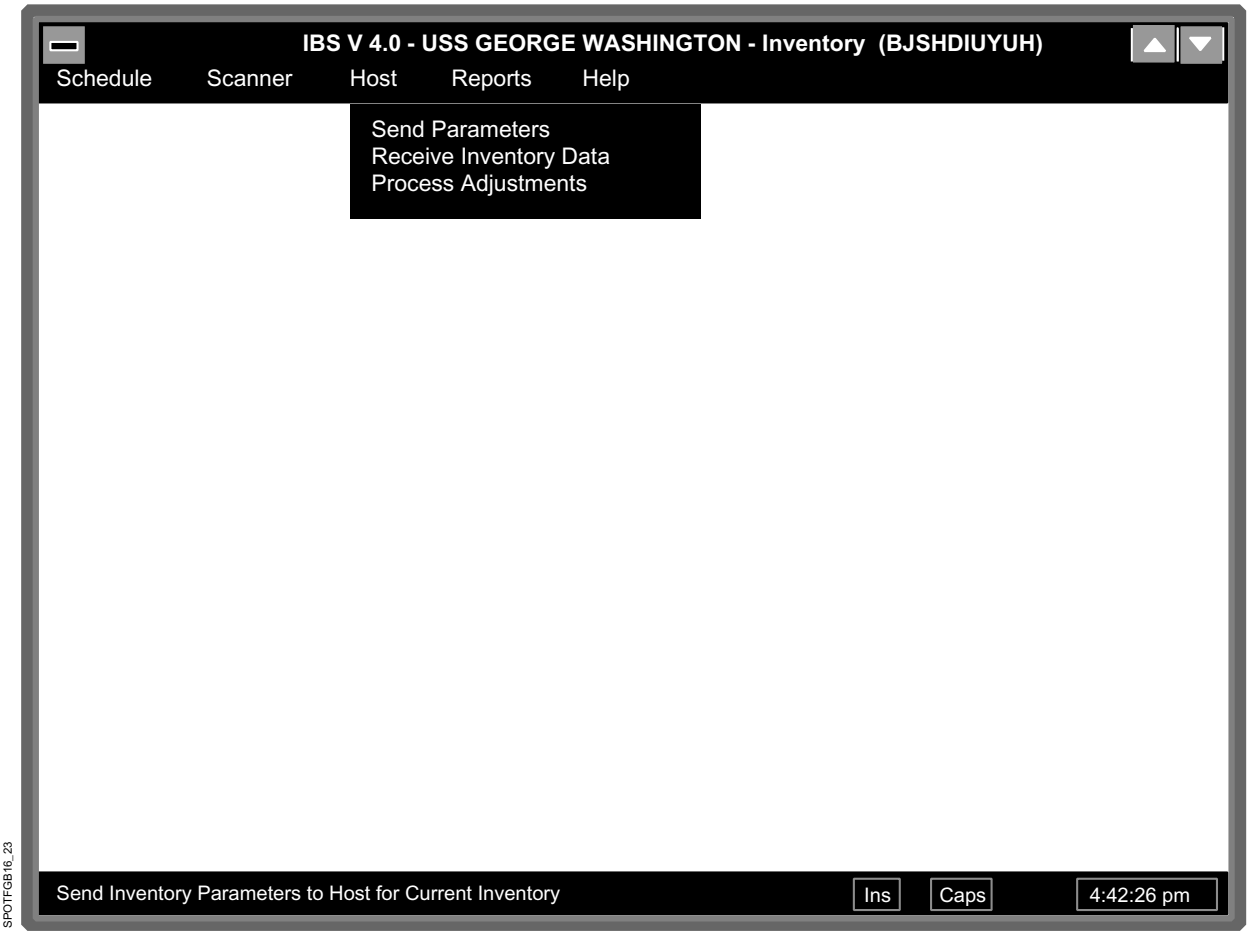


Figure 22

a. General. This function allows you to transfer BMF data from the Host system to the PC in the following situations:

(1) If the transfer to the PC was unsuccessful,

(2) Personnel in the ADP division ran the job at night using the ADPINV.EC execute command.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the particular general inventory for which you wish to transfer data to the PC.

(9) Step 9. Select the OK Option to retrieve the data for this general-inventory process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer parameter data from the PC to the Host. Select the No Option to continue this process.

(11) Step 11. Select the Host Option from the Inventory Menu Screen. Before continuing, obtain permission from the SUADPS-RT FAS and personnel in the ADP Division.

(12) Step 12. Select the Receive Inventory Data Option from the Host Submenu.

(13) Step 13. Carefully read and follow the instructions shown on the screen.

(14) Step 14. When the Emulator Transfer Screen appears, press any key to continue this process.

(15) Step 15. If the SUADPS LOGIN banner does not appear, enter the term ibs. For Login, enter ibs ibs for password.

5. Transfer Data From the PC to Scanners.

a. General. This function allows you to transfer general-inventory data and the file name of the inventory you scheduled to the scanners for inventory action. You can transfer the inventory output to the PC any time after creating it. The IBS Program allows you to transfer a maximum of 500 records to each scanner. CNAL recommends that you transfer only 300 records to each scanner. This provides you with better control when you lose scanner data as follows:

(1) Damage to a scanner,
(2) Battery failure,
(3) Key-entry problems,
(4) Other problems.

However, it will not load the records for certain locations to a scanner if the number of items in that location will cause the total number of records to go beyond the 300-record limitation.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Schedule Option from the Inventory Menu Screen.

(2) Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(3) Step 3. Select the general inventory from which you wish to transfer data to a scanner.

(4) Step 4. Select the OK Option to continue this general-inventory process.

(5) Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the Yes Option to initiate the transfer process. The IBS Program begins to review the file you wish to transfer. (Ensure you connected the scanner download cable securely to both the PC and the scanner.)

(6) Step 6. Select the Transfer to (first count) Option.

(7) Step 7. Select the scanner number, this tells the program how many records you wish to transfer to the scanner. If you do not enter a number, the program defaults to the maximum number of records.

(8) Step 8. Review the data you entered and select the OK Option to continue this process.

(9) Step 9. Press numeric key 6 on the scanner to select the transfer process or 7 for Sys Admin, then 3 for transfer. Select the OK Option on the PC to continue this process.

(10) Step 10. The program now prompts you to decide whether you wish to continue scanner transfer. Select the Yes or the No Option as applicable.

(11) Step 12. Proceed to the next paragraph to continue this general-inventory process.

6. Issue Scanners to Inventory Team. Distribute scanners to the individuals that will conduct the general-inventory process. Personnel will return scanners at the end of each work shift, as soon as they inventory all records on the scanners, or when they reach the 300-record limit on the scanner. Maintain a logbook to help you control scanners in use. Ensure the logbook has as a minimum the user's name, the scanner number, and the type of information on the scanner. Next transfer the data from the scanners to the PC. Proceed to the next paragraph to continue this general-inventory process.

7. Transfer First-count Data From Scanners to the PC.

a. General. This function allows you to transfer scanner data to the PC after inventory personnel scan all records within assigned locations or if they reach the 300-record limit.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

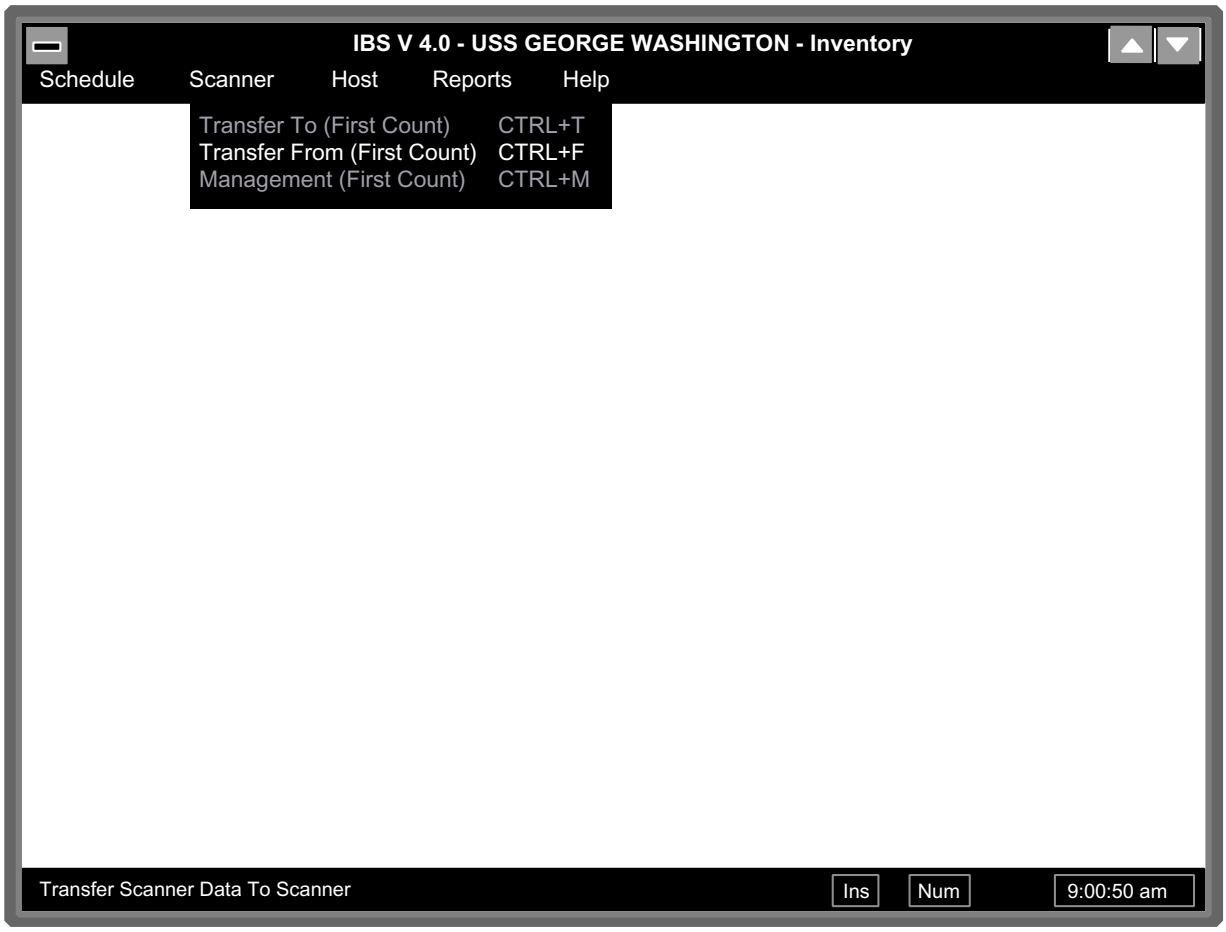


Figure 23

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the general inventory to which you wish to transfer data from a scanner.

(9) Step 9. Select the OK Option to continue this general-inventory process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to allow the system to initiate the transfer process from the scanner to the PC.

(11) Step 11. Select the Scanner Option from the Inventory Menu Screen.

(12) Step 12. Select the Transfer From (First Count) Option from the Scanner Submenu. (Ensure you connected the scanner download cable securely to both the PC and the scanner.)

(13) Step 13. Press numeric key 6 (transfer) or numeric key (SYSADMIN) then numeric key 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

(14) Step 14. The system returns to the Inventory Menu Screen. Proceed to the next paragraph to continue this general-inventory process.

8. Print the Download Report.

a. General. This function allows you to print a download report for each scanner file that the system did not update.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Schedule Option from the Inventory Menu Screen.

(2) Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(3) Step 3. Select the general inventory for which you wish to print reports.

(4) Step 4. Select the OK Option to continue this general-inventory process.

(5) Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue the print process. The system returns to the Inventory Menu Screen.

(6) Step 6. Select the Scanner Option from the Inventory Menu Screen.

(7) Step 7. Select the Management (First Count) Option from the Scanner Submenu.

(8) Step 8. Select the number that corresponds to the scanner for which you wish to print a report.

(9) Step 9. Select the Report Option from the Scanner Submenu.

(10) Step 10. Select the print options you require and then select the Print Option.

(11) Step 11. Select the OK Option to continue this process.

(12) Step 12. Then, select the Done Option to exit from this process. The system now returns to the Inventory Menu Screen.

(13) Step 13. Proceed to the next paragraph to continue this general-inventory process.

9. Transfer QA Data From the PC to Scanners.

a. General. This function allows you to conduct an automated quality-assurance (QA) process to check all work accomplished when the number of items you inventoried is large. You must determine what percentage of records you wish to check after reviewing reports. Ensure you research erroneous records and invalid locations and remember to update scanner files before beginning the QA check.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Schedule Option from the Inventory Menu Screen.

(2) Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(3) Step 3. Select the general inventory for which you wish to conduct a QA audit.

(4) Step 4. Select the OK Option to continue this general-inventory process.

(5) Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process; the system then returns to the Inventory Menu Screen.

(6) Step 6. Select the Scanner Option from the Inventory Menu Screen.

(7) Step 7. Select the Management (First Count) Option from the Scanner Submenu.

(8) Step 8. Select the number that corresponds to the scanner for which you wish to conduct a QA check.

(9) Step 9. Select the QA Option from the Scanner Submenu.

(10) Step 10. Select the percentage of data that you wish to QA for that scanner.

(11) Step 11. Select the OK Option to continue this process. (Ensure you connected the scanner download cable securely to both the PC and the scanner.)

(12) Step 12. Press numeric key 6 (transfer) or numeric (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

(13) Step 13. Refer to page 68 (16), step 16.

(14) Step 14. Proceed to the next step to continue this general-inventory process.

10. Issue Scanners to QA Personnel. Provide scanners to QA personnel so they can conduct the audit. When they finish their audit, they will return scanners to you for processing. Proceed to the next paragraph to continue this general-inventory process.

11. Transfer QA Data From Scanners to the PC.

a. General. This function allows you to transfer QA data to the PC after personnel finish checking the records loaded in scanners. If you attempt to transfer the data using the Transfer from Scanner to PC Option, the IBS Program will reject the transfer.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the general inventory to which you wish to transfer data from a scanner.

(9) Step 9. Select the OK Option to continue this general-inventory process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to allow the system to initiate the transfer process from the scanner to the PC.

(11) Step 11. Select the Scanner Option from the Inventory Menu Screen.

(12) Step 12. Select the Transfer From (First Count) Option from the Scanner Submenu. (Ensure you connected the scanner download cable securely to both the PC and the scanner.)

(13) Step 13. Press numeric key 6 (transfer) or numeric (SYS ADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

(14) Step 14. Refer to page 68 (16), step 16.

(15) Step 15. The system returns to the Inventory Menu Screen. Proceed to paragraph 14 below to continue this general-inventory process.

12. Edit Scanner Data.

a. General. This function allows you to correct erroneous data noted by personnel conducting the general inventory if they were unable to make corrections on the scanner. Only you and the leader of the inventory team should make these corrections.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Inventory Submenu.

(8) Step 8. Select the general inventory for which you wish to correct data files.

(9) Step 9. Select the OK Option to continue this general-inventory process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process.

(11) Step 11. Select the Scanner Option from the Inventory Menu Screen.

(12) Step 12. Select the Management (First Count) Option from the Scanner Submenu.

(13) Step 13. Select the number that corresponds to the scanner whose data you wish to edit.

(14) Step 14. Select the Edit Option and then revise data as necessary.

(15) Step 15. Select the Update Option to save your changes.

(16) Step 16. Select the Done Option to complete this process. The system then returns to the Inventory Menu Screen.

(17) Step 17. Proceed to the next paragraph to continue this general-inventory process.

13. Process Accepted and Rejected Scanner Data.

a. General. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Schedule Option from the Inventory Menu Screen.

(2) Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(3) Step 3. Select the general inventory for which you wish to update scanner data files.

(4) Step 4. Select the OK Option to continue this process.

(5) Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process. The system then returns to the Inventory Menu Screen.

(6) Step 6. Select the Scanner Option from the Inventory Menu Screen.

(7) Step 7. Select the Management (First Count) Option from the Scanner Submenu.

(8) Step 8. Select the number that corresponds to the scanner whose data you wish to accept or reject. You can also select the All Scanner option.

(9) Step 9. Select the Accept Option or the Reject Option as appropriate. (Remember that the program returns any scanner data that you reject for another first-count process.)

(10) Step 10. Select the Done Option to complete this process. The system returns to the Inventory Menu Screen.

(11) Step 11. Proceed to paragraph 14 below to continue this general-inventory process.

14. Generate Reports Resulting From the Inventory.

a. General. This function allows you to select to print these reports at any point after updating the data from the last scanner file.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Schedule Option from the Inventory Menu Screen.

(2) Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(3) Step 3. Select the general inventory for which you wish to print reports.

(4) Step 4. Select the OK Option to continue this general-inventory process.

(5) Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process.

(6) Step 6. Ensure the printer is on-line before you select the Reports Option and then select the reports you wish to generate.

(7) Step 7. Select whether you wish to print reports in a NIIN or location sequence.

(8) Step 8. Select whether you wish to send report data to the printer or to the screen (if you only wish to view data).

(9) Step 9. Select the Print Option to begin printing reports for this process.

(10) Step 10. Select the Done Option after the system finishes printing the reports to exit from this process.

(11) Step 11. Proceed to the next paragraph to continue this general-inventory process.

15. Research and Correct Inventory Reports.

a. General. This function allows you to accomplish all research and corrective actions required.

b. Processing. The procedures required to research and correct each report are as follows:

(1) Not Inventoried Location/NIIN Report.

(a) Step 1. Select to generate these reports first.

(b) Step 2. Identify records for items or locations that personnel did not inventory.

(c) Step 3. Transfer them to another scanner for processing. That will eliminate this category of reports.

(2) Discrepancy Report.

(a) Step 1. Identify records that are incorrect because of erroneous counts resulting from changes in unit of issue.

(b) Step 2. Reconcile records affecting gross-inventory-adjustment values before processing inventory-adjustment transactions. Only authorized personnel may determine whether you need to do this.

(c) Step 3. Keep in mind that the longer you hold off in processing these transactions, the more you increase the chances of circumstances beyond your control invalidating the data.

(d) Step 4. If you intend to reconcile data before processing inventory-adjustment transactions, do so immediately.

(e) Step 5. Review this report and identify all those discrepancies that are valid.

(f) Step 6. Then, process inventory-adjustment, location-change, and location-add transactions for all valid discrepancies.

Example. Personnel count an item with a unit of issue of HD in the BMF as if the unit of issue were EA. (This problem also occurs with units of issue of BX and PG.) If there is a large difference between the inventory count and the on-hand quantity in the BMF, this is usually the cause. Conduct a second QA check on these records using the discrepancy listing to ensure validity.

(3) Summary Report. This report provides a complete breakdown of inventory validity in the target storeroom.

After working the reports above, proceed to the next paragraph to continue this general-inventory process.

16. Transfer Recount Data From the PC to Scanners.

a. General. This function allows you to transfer the data for a recount process from the PC to a scanner whenever it becomes necessary. Conduct a recount process for records that meet the criteria for this procedure. All DLR and AVDLR materials are subject to this process. At the discretion of the Supply Officer, you also may want to process consumable records with an extended money value (EMV) of $100.00 or more. The threshold can be lower or higher depending on unit requirements or the time available to complete the inventory.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the general inventory for which you wish to print reports.

(9) Step 9. Select the OK Option to continue this process.

(10) Step 10. Next, the system prompts you to decide whether you wish to input or edit a NIIN. Select the No Option to continue this process.

(11) Step 11. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the Yes Option to transfer QA data. (The prompt that appears on the screen from which you select to process recount data for transfer depends on the status of the initial-count process.)

(12) Step 12. Select the Upload Scanner Number Option. This is the number of the scanner to which you intend to transfer data.

(13) Step 13. Select the Number of Records to Upload Option and enter 300. This tells the program how many records you wish to transfer to the scanner. If you do not enter a number, the program defaults to 300.

(14) Step 14. Review the data you entered and select the OK Option to continue this process.

(15) Step 15. Press numeric key 7 on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

(16) Step 16. The program now prompts you to decide whether you wish to transfer additional data. Select the No Option if you are finished. (Otherwise, select the Yes Option and repeat the steps above.)

(17) Step 17. Proceed to the next paragraph to continue this general-inventory process.

17. Issue Scanners to Recount Personnel. Before handing out scanners, ensure they are ready for recount inventory processing as described in paragraph 1 above. Then, distribute the scanners to the individuals that will conduct the recount process. Transfer the data from scanners at the end of each work shift, as soon as personnel inventory all records on the scanners, or when they reach the 300-record limit on the scanners. Proceed to the next paragraph to continue this general-inventory process.

18. Transfer Recount Data From Scanners to the PC.

a. General. This process allows you to transfer recount data from a scanner to the PC.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the general inventory to which you wish to transfer data from a scanner.

(9) Step 9. Select the OK Option to continue this process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to continue this process.

(11) Step 11. Select the Scanner Option from the Inventory Menu Screen.

(12) Step 12. Select the Transfer From (Recount) Option from the Scanner Submenu. (Ensure you connected the scanner download cable securely to both the PC and the scanner.)

(13) Step 13. Press numeric key 6 (transfer) or numeric (SYS ADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

(14) Step 14. To complete this recount procedure, review and correct invalid conditions on the report.

(15) Step 15. Proceed to the next paragraph to continue this general-inventory process.

19. Transfer Adjustment Data to the Host.

a. General. This function allows you to edit data in the adjustment file to reflect any changes that result from your research. Accomplish changes utilizing the Line Editor Function. When the number of records that require processing is small, process them interactively through SUADPS-RT. If the number is large, use batch processing. The IBS Program will generate two files in batch processing as follows:

(1) One for the inventory adjustments (XYDDD-HHMM.A),
(2) One for location changes (XYDDD-HHMM.A).

NOTE: YDDD in the file name above corresponds to the Julian date of the transaction and HHMM corresponds to a four-digit time of day.

If there are any depot-level-repairable (DLR) items involved, the IBS Program will generate DI X43 transactions for losses. Do not process these records until after you reconcile them and after survey documents (DD Form 200) are complete and signed. Process DI X43 transactions interactively through SUADPS-RT.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

(8) Step 8. Select the general inventory from which you wish to extract data files.

(9) Step 9. Select the OK Option to continue this process.

(10) Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process. The system then returns to the Inventory Menu Screen.

(11) Step 11. Select the Host Option from the Inventory Menu Screen.

(12) Step 12. Notify the SUADPS-RT FAS and personnel in the ADP Division about the transfer. Then select the Process Adjustments Option from the Host Submenu to begin the transfer of data to the Host.

(13) Step 13. At this point the transfer of data begins. Ensure you forward the file name of the data transferred to the SUADPS-RT FAS for use in batch-processing procedures.

This concludes the general-inventory process.

E. GENERAL-INVENTORY REPORTS

1. Report Analysis. During the course of an inventory, supervisors need to keep themselves apprised of all activities that may affect the process. An effective way of monitoring the inventory is to review reports generated by the IBS Program. In this way, they can better manage inventory processing and assure the accuracy and success of the entire inventory process. The IBS Program allows you to produce cumulative reports for a general inventory as required by management personnel. The information on cumulative reports reflects the status of all records residing on general-inventory files.

2. Scanner Data File Download Report.

DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

SCANNER DATA FILE
DOWNLOAD REPORT

PAGE 1
NIIN SEQUENCE

STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT	STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT
6610-00-128-9490	A023A1	SR3518	01	01	5305-00-274-0092	A041B2	SR3518	01	01
6610-00-269-4933	A034D3	SR3518	01	01	5920-00-363-1324	A001F6	SR3158	01	01

TOTAL NIIN'S THIS REPORT: 4

INV015

Figure 24

a. Features. This report lists all records (in NIIN or location sequence) that personnel collected on a scanner during the general-inventory process. Use this report to research discrepancies that occur in the transfer process. If you note any discrepancies on these records, utilize the Inventory Scanner Management Maintenance Function to correct records as necessary. Since the report contains record and count statistics for each individual involved in the inventory, QA personnel can use it if they lose data from a scanner.

b. Distribution. Forward this report daily to the Inventory Supervisor.

3. Count Equal to SUADPS On Hand Report.

DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE 1
GINVTEST-IBS REWRITE INV COUNT EQUAL TO SUADPS ON HAND

FGC	COG	MCC	ATC	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
BDML	7E	H	1	5895-00-110-7132EE	EA	NC0127	$ 1540.00	0	0	0	0	0	0	0	1	1	N/A	N/A
BM9L	7E	H	1	5895-00-449-5559AZ	EA	MB0108	$ 886.00	0	0	0	0	1	0	0	1	1	N/A	N/A
BJMH	7E	H	1	6105-01-144-3474XX	EA	NC0135	$ 2200.00	1	0	0	0	0	0	0	1	1	N/A	N/A

TOTAL RECORDS WITH COUNT EQUAL TO SUADPS ON HAND: 3

INV016

Figure 25

a. Features. This report provides a list of the records that the system selected for inventory whose on-hand count quantity exactly matches the on-hand quantity on the BMF. Use this report to verify the quantities for back-up, NRFI, offload, IPF, and stock-due subrecords. You can tailor this report so that it prints repairable or consumable items to an individual report when necessary. The program will generate DI X13 transactions with zeros in the quantity data field to update the date last inventoried data field in the BMF.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer.

4. Discrepancies Report.

DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

INVENTORY REPORT
DISCREPANCY

PAGE 1

COG MCC ATC	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
FAMILY GROUP CODE: BDHA															
H 7R H 2	5895-01-110-7131MH	EA	CE0013 NC0127 WC620	$ 4000.00	0	0	0	0	1	0	0	2	1	N/A	N/A
***INVENTORY RESULTS:	SURVEY ON NIIN: 00-110-7131				QTY: 1 EACH				TOTAL EMV OF SURVEY:			$ 4000.00			
M 7R H 2	5895-00-896-7335MH	EA	R001A1	$ 4000.00	0	0	0	0	1	0	0	0	1	N/A	N/A
***INVENTORY RESULTS:	GAIN ON NIIN: 00-896-7335				QTY: 1 EACH				TOTAL EMV OF GAIN:			$ 4000.00			

TOTAL NIIN'S FOR INVENTORY: 25
TOTAL NIIN S FOR THIS REPORT: 3

SPOTFGB16_28

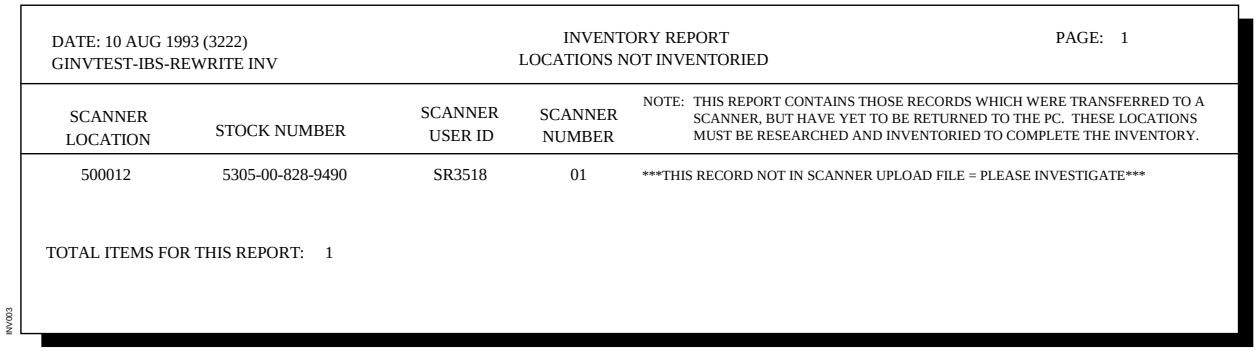
Figure 26

a. Features. This report provides a list of BMF, count, and recount quantities for NSN records requiring inventory adjustments. Ensure personnel verify the other categories of quantities listed on this report to ensure they apply adjustments correctly. You can tailor this report so that it prints repairable or consumable items to an individual report when necessary. This report provides information that helps you decide whether or not to apply the inventory adjustments that the IBS Program created. Therefore, use it to make corrections to adjustments when necessary. Edit the Output File after transferring data to the Host, but before entering it to SUADPS-RT.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor.
(2) Daily to the Stock Control Officer.
(3) Daily to the Material Division Officer.
(4) Daily to the Aviation Support Officer.
(5) Daily to the Quality Assurance Officer.
(6) Weekly to the Stores Officer.

5. Locations Not Inventoried Report.



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS-REWRITE INV

INVENTORY REPORT
LOCATIONS NOT INVENTORIED

PAGE: 1

SCANNER LOCATION	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	NOTE: THIS REPORT CONTAINS THOSE RECORDS WHICH WERE TRANSFERRED TO A SCANNER, BUT HAVE YET TO BE RETURNED TO THE PC. THESE LOCATIONS MUST BE RESEARCHED AND INVENTORIED TO COMPLETE THE INVENTORY.
500012	5305-00-828-9490	SR3518	01	***THIS RECORD NOT IN SCANNER UPLOAD FILE = PLEASE INVESTIGATE***

TOTAL ITEMS FOR THIS REPORT: 1

INV003

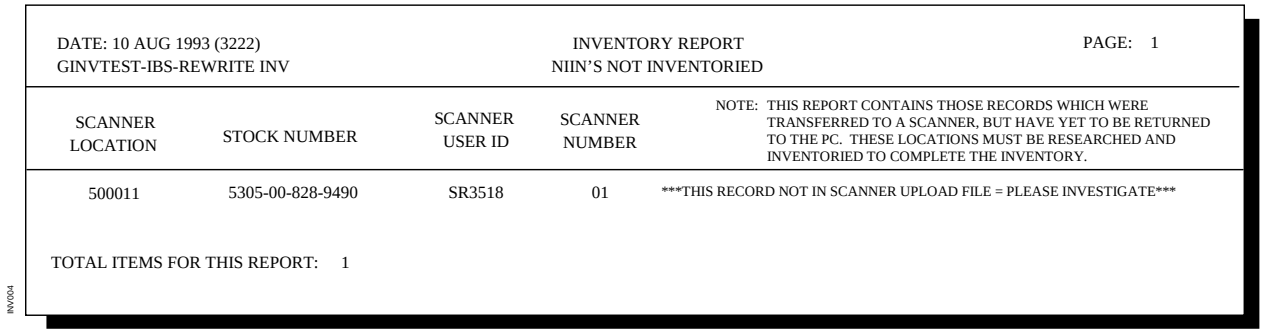
Figure 27

a. Features. This report provides a list of all location data transferred to a scanner from the IBS PC during the general-inventory transfer process, that personnel did not inventory as yet. This report requires action only upon completion of the general inventory. If the general inventory is complete and data appears on this report, the Inventory Manager will direct inventory team personnel to conduct causative research and accomplish corrective action.

b. Distribution. This report has the following distribution requirements:

(1) Weekly to the Inventory Supervisor,
(2) Weekly to the Stock Control Officer,
(3) Weekly to the Material Division Officer,
(4) Weekly to the Aviation Support Officer,
(5) Weekly to the Quality Assurance Officer.

6. NIINs Not Inventoried Report.



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS-REWRITE INV

INVENTORY REPORT
NIIN'S NOT INVENTORIED

PAGE: 1

SCANNER LOCATION	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	NOTE: THIS REPORT CONTAINS THOSE RECORDS WHICH WERE TRANSFERRED TO A SCANNER, BUT HAVE YET TO BE RETURNED TO THE PC. THESE LOCATIONS MUST BE RESEARCHED AND INVENTORIED TO COMPLETE THE INVENTORY.
500011	5305-00-828-9490	SR3518	01	***THIS RECORD NOT IN SCANNER UPLOAD FILE = PLEASE INVESTIGATE***

TOTAL ITEMS FOR THIS REPORT: 1

INV004

Figure 28

a. Features. This report provides a list of all the NIIN records you transferred to the scanner from the IBS PC during the general-inventory transfer process, that personnel did not inventory as yet. This report requires action only upon completion of the inventory. If the inventory is complete and data appears on this report, the Inventory Manager will direct that inventory team personnel conduct causative research and accomplish all necessary corrective actions.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer.

7. NSNs Not on Target BMF Report.

DATE: 10 AUG 1993 (3222) INVENTORY REPORT
GINVTEST-IBS-REWRITE INV NSNs NOT ON TARGET BMF PAGE: 1

NOTE: THIS REPORT CONSISTS OF THOSE STOCK NUMBERS WHICH WERE NOT ON THE TARGET BMF AND WERE ADDED BY THE USER. CAUSATIVE RESEARCH/CORRECTIVE ACTION MAY BE REQUIRED.

STOCK NUMBER	UI	COUNT QTY	INVENTORY LOCATION	SCANNER USER ID	SCANNER NUMBER
6610-00-828-9490	EA	7	A023A1	SR3518	01

TOTAL HANDSCRIBES ON THIS REPORT: 1

INVA01

Figure 29

a. Features. This report provides a list of material found within the target area that does not have a record in the BMF. Some of the causes of this condition are as follows:

(1) Personnel placed DTO material in a location by mistake,

(2) Personnel turned material in to stock but never processed it through the Stow Function,

(3) Personnel posted the transaction to records as offload material but never transferred it from the ship,

(4) Personnel designated the material for transshipment to another unit but then mistakenly returned it to stock.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor. This individual will take the appropriate action to correct this erroneous condition. Before establishing a new record or assigning a new location, the Inventory Supervisor must conduct causative research and then review all records.

(2) Daily to the Stock Control Officer,

(3) Daily to the Material Division Officer,

(4) Daily to the Aviation Support Officer,

(5) Daily to the Quality Assurance Officer.

8. Location Delete Candidates Report.

DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE: 1
GINVTEST-IBS-REWRITE INV LOCATION DELETE CANDIDATES

LOCATION DELETE CANDIDATE	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	SUADPS LOCATIONS
500001	6230-00-926-4331	SR3158	01	A032C4 A032c4 A032C5 A001A1
B032D4	7930-00-926-5280	KS1243	02	SM0013 SM0132 B032D4

NOTE: THESE LOCATION DELETE CANDIDATES CONSIST OF THOSE LOCATIONS THAT HAD AN INVENTORY COUNT OF ZERO. VERIFY AND PROCESS X09 LOCATION DELETES.

TOTAL LOCATIONS DELETE CANDIDATES: 2

INV005

Figure 30

a. Features. This report provides a list of all the records that personnel returned from the storage area with an inventory-count quantity of zero. The IBS Program generates location-delete transactions (DI X09) for input to SUADPS-RT. Ensure you annotate all actions taken onto this report. Utilize this report to select which location delete records you need to remove from the Output File after transferring data to the Host but before entering it to SUADPS-RT.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer.

9. Location Addition Candidates Report.

DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE: 1
GINVTEST-IBS-REWRITE INV LOCATION ADDITION CANDIDATES

LOCATION ADDITION CANDIDATE	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	SUADPS LOCATIONS	NOTE: THESE LOCATION ADDITION CANDIDATES CONSIST OF THOSE LOCATIONS THAT WERE FOUND DURING THE INVENTORY. VERIFICATION AND CONSOLIDATION/RELOCATION SUGGESTED.
5000A1	7510-00-849-1138	SR3158	01	SM06A1 SM13B3	

TOTAL LOCATIONS ADDITION CANDIDATES: 1

INV006

Figure 31

a. Features. The IBS Program will only generate this report when personnel add new locations to the data already loaded in the scanners. Verify that material is in the location indicated, the program automatically generates the DI X09 transactions that will add the locations to the BMF database.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer.

10. Third-count Candidates Report.

DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE 1
GINVTEST-IBS REWRITE INV THIRD COUNT CANDIDATES (LOCATIONS NOT INVENTORIED ARE EXCLUDED)

FRC	COG	MCC	ATC	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
FAMILY GROUP CODE :																		
9Q		2		6515-00-303-8250	PG	SM0013	$ 3.45	0	0	0	0	0	0	0	86	83	85	*

***INVENTORY RESULTS: LOSS ON NIIN: 00-303-8250 QTY: 1PG TOTAL EMV OF LOSS: $ 3.45

REPORT SUMMARY:	NIIN'S	EXTENDED MONEY VALUE
	******	**********
TOTAL GAINS:	0	$ 0.00
TOTAL LOSSES:	1	$ 3.45
TOTAL SURVEYS:	0	$ 0.00
TOTALS THIS REPORT:	1	$ 3.45

TOTAL NIIN'S ON FILE: 25

NOTE: THE NIIN'S ON THIS REPORT SHOULD BE PROCESSED FOR SPOT INVENTORY TO ENSURE ACCURATE INVENTORY COUNT VALIDITY.

INV007

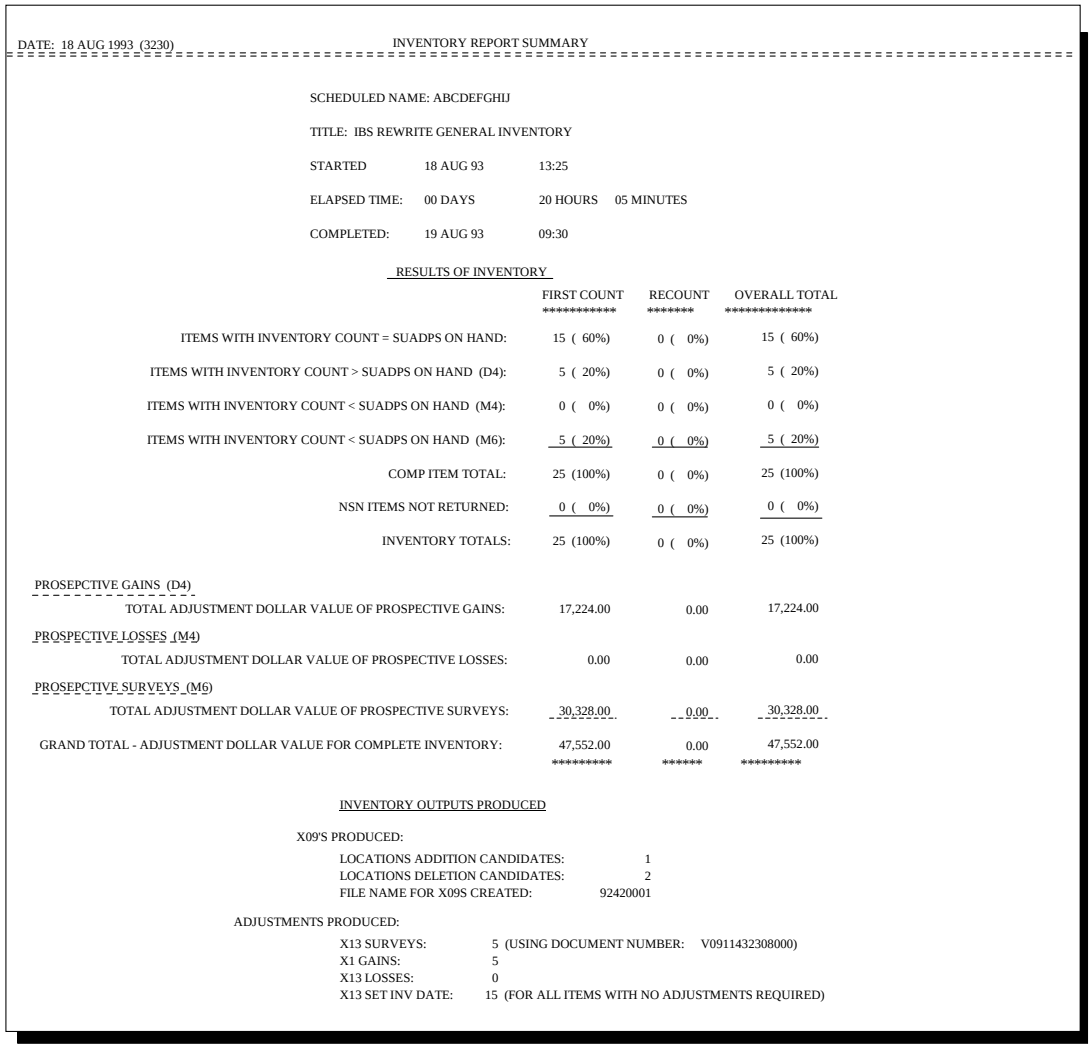
Figure 32

a. Features. The IBS Program generates this report when BMF on-hand, count, and recount quantities do not agree. It also shows (below the NSN number) the inventory-adjustment transaction that the IBS Program generated for each record. Annotate the listing, indicating any changes you made to the records. Ensure personnel verify the quantities of the other categories before you apply adjustments. This report provides information for deciding whether or not to send these adjustments to the Host. Therefore, use the report to correct erroneous adjustments and edit the output file after transferring data to the Host but before entering them to SUADPS-RT.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer,
(7) Weekly to the Supply Officer.

11. Summary Report.



DATE: 18 AUG 1993 (3230) INVENTORY REPORT SUMMARY

SCHEDULED NAME: ABCDEFGHIJ

TITLE: IBS REWRITE GENERAL INVENTORY

STARTED 18 AUG 93 13:25

ELAPSED TIME: 00 DAYS 20 HOURS 05 MINUTES

COMPLETED: 19 AUG 93 09:30

RESULTS OF INVENTORY

	FIRST COUNT	RECOUNT	OVERALL TOTAL
	**********	*******	**********
ITEMS WITH INVENTORY COUNT = SUADPS ON HAND:	15 (60%)	0 (0%)	15 (60%)
ITEMS WITH INVENTORY COUNT > SUADPS ON HAND (D4):	5 (20%)	0 (0%)	5 (20%)
ITEMS WITH INVENTORY COUNT < SUADPS ON HAND (M4):	0 (0%)	0 (0%)	0 (0%)
ITEMS WITH INVENTORY COUNT < SUADPS ON HAND (M6):	5 (20%)	0 (0%)	5 (20%)
COMP ITEM TOTAL:	25 (100%)	0 (0%)	25 (100%)
NSN ITEMS NOT RETURNED:	0 (0%)	0 (0%)	0 (0%)
INVENTORY TOTALS:	25 (100%)	0 (0%)	25 (100%)
PROSEPCTIVE GAINS (D4)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE GAINS:	17,224.00	0.00	17,224.00
PROSPECTIVE LOSSES (M4)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE LOSSES:	0.00	0.00	0.00
PROSEPCTIVE SURVEYS (M6)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE SURVEYS:	30,328.00	0.00	30,328.00
GRAND TOTAL - ADJUSTMENT DOLLAR VALUE FOR COMPLETE INVENTORY:	47,552.00	0.00	47,552.00
	*********	******	*********

INVENTORY OUTPUTS PRODUCED

X09'S PRODUCED:

LOCATIONS ADDITION CANDIDATES: 1
LOCATIONS DELETION CANDIDATES: 2
FILE NAME FOR X09S CREATED: 92420001

ADJUSTMENTS PRODUCED:

X13 SURVEYS: 5 (USING DOCUMENT NUMBER: V0911432308000)
X1 GAINS: 5
X13 LOSSES: 0
X13 SET INV DATE: 15 (FOR ALL ITEMS WITH NO ADJUSTMENTS REQUIRED)

INV038

Figure 33

a. Features. This report provides summary information for review by all levels of management. The report provides the following data:

(1) Total number of records, count totals, and percentages of the overall inventory for both the first count and the recount;

(2) Results of the general inventory, segregated into gains and losses;

(3) Number of items inventoried, as well as the number of items that still require inventory;

(4) Total adjustment dollar values of potential gains by inventory (FIR Code D4), potential losses by inventory (M4), and potential losses by survey (M6);

(5) Overall grand total dollar value for all adjustments;

(6) Total number of locations not found as well as the number of new locations found;

(7) Number of records returned with a count quantity of zero and the number of NIIN records found without related records on the target BMF;

(8) Number of location add and delete records (DI X09), surveys (DI X43), and gain and loss records (DI X13);

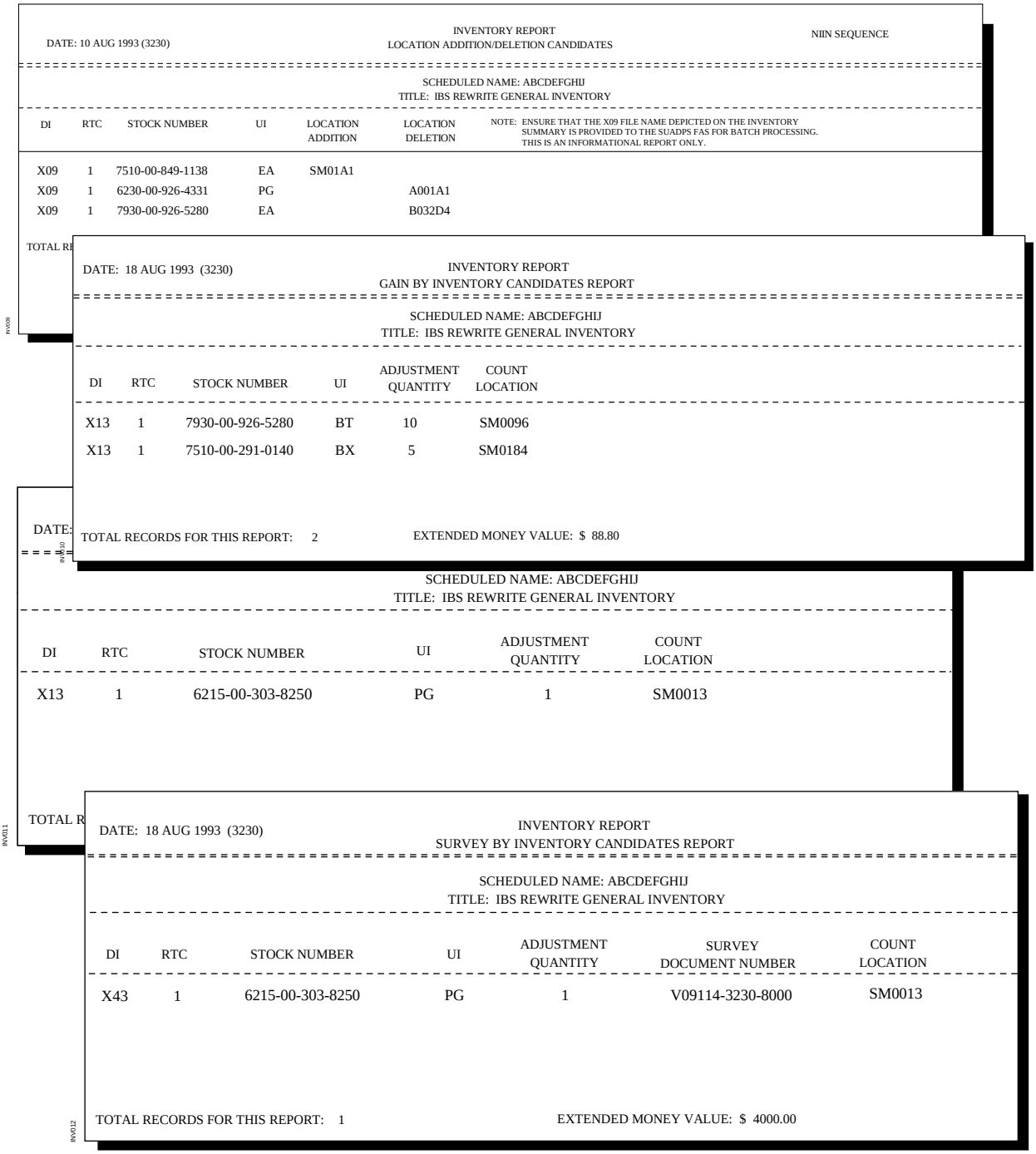
(9) Number of records without adjustment that only require the system set the inventory date (DI X13).

The IBS Program generates this report when you request through the inventory report option.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Weekly to the Stores Officer,
(7) Weekly to the Supply Officer.

12. Adjustment Report.



DATE: 10 AUG 1993 (3230) — INVENTORY REPORT — LOCATION ADDITION/DELETION CANDIDATES — NIIN SEQUENCE

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	LOCATION ADDITION	LOCATION DELETION
X09	1	7510-00-849-1138	EA	SM01A1	
X09	1	6230-00-926-4331	PG		A001A1
X09	1	7930-00-926-5280	EA		B032D4

NOTE: ENSURE THAT THE X09 FILE NAME DEPICTED ON THE INVENTORY SUMMARY IS PROVIDED TO THE SUADPS FAS FOR BATCH PROCESSING. THIS IS AN INFORMATIONAL REPORT ONLY.

TOTAL RE

INV009

DATE: 18 AUG 1993 (3230) — INVENTORY REPORT — GAIN BY INVENTORY CANDIDATES REPORT

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	COUNT LOCATION
X13	1	7930-00-926-5280	BT	10	SM0096
X13	1	7510-00-291-0140	BX	5	SM0184

TOTAL RECORDS FOR THIS REPORT: 2 — EXTENDED MONEY VALUE: $ 88.80

DATE:

INV010

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	COUNT LOCATION
X13	1	6215-00-303-8250	PG	1	SM0013

TOTAL R

INV011

DATE: 18 AUG 1993 (3230) — INVENTORY REPORT — SURVEY BY INVENTORY CANDIDATES REPORT

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	SURVEY DOCUMENT NUMBER	COUNT LOCATION
X43	1	6215-00-303-8250	PG	1	V09114-3230-8000	SM0013

TOTAL RECORDS FOR THIS REPORT: 1 — EXTENDED MONEY VALUE: $ 4000.00

INV012

Figure 34

a. Features. This report provides a list of all potential DI X09, X13, and X43 adjustments that the general-inventory process generated. Inventory team personnel must conduct all necessary causative research. QA team personnel must review these reports to ensure inventory personnel conduct the proper research. Then, they transfer valid adjustments and post them to SUADPS-RT. If inventory personnel identify erroneous or invalid records that require deletion from the adjustment file, edit the file after you transfer data to the Host but before updating SUADPS-RT.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Daily to the Stores Officer.

13. Scanner QA Process Summary Report.

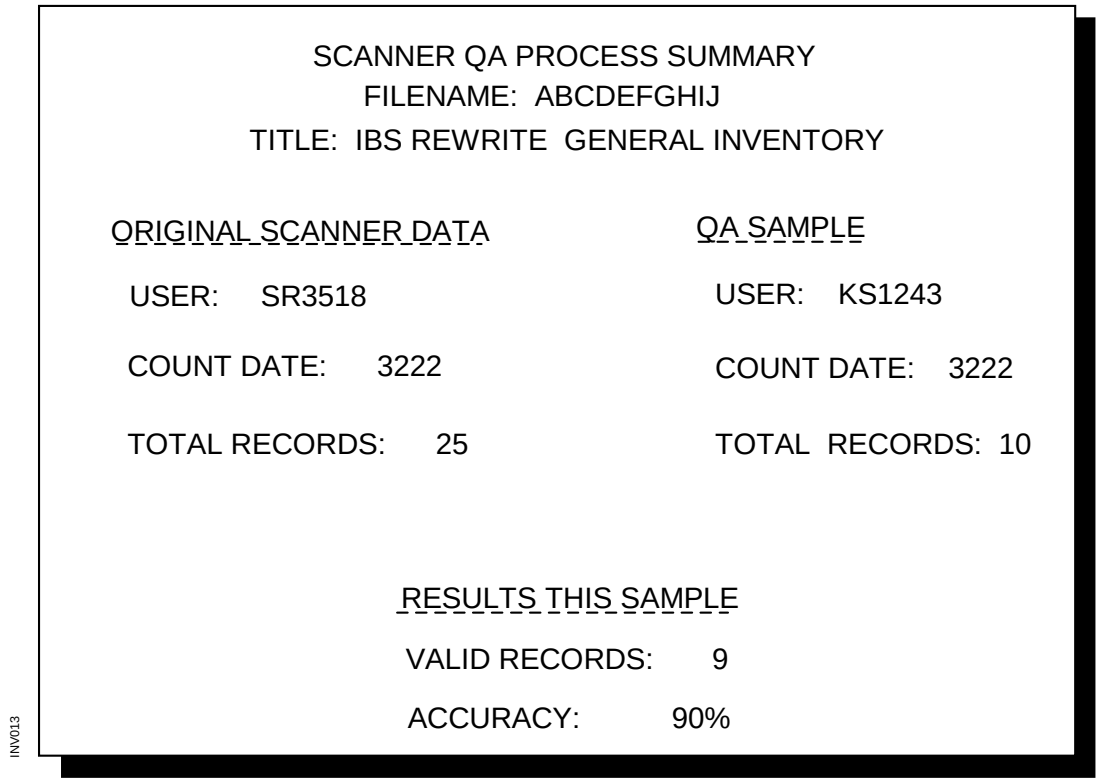


Figure 35

a. Features. This report provides the Supply QA Team with a method for tracking the performance of inventory team personnel during the inventory process. The report gives a summary of the effectiveness of each individual scanner that QA team members selected for audit.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Daily to the Stores Officer.

14. Quality Assurance Count Differences Report.

DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

QUALITY ASSURANCE REPORT
COUNT DIFFERENCES

PAGE: 1

		********** ORIGINAL **********				***** QA COUNT *****		
STOCK NUMBER	UI	COUNT QTY	COUNT LOCATION	SCANNER USER ID	SCANNER NUMBER	COUNT QTY	SCANNER USER ID	REMARKS
5305-00-128-9490	EA	83	A023A1	SR3518	01	85	KS1243	QA SCANNER COUNT GREATER THAN ORIGINAL COUNT
1560-00-274-0092	BG	25	A00133	SR3518	01	15	KS1243	QA SCANNER COUNT LESS THAN ORIGINAL COUNT

TOTAL RECORDS WITH DIFFERENCES ON THIS REPORT: 2

INV014

Figure 36

a. Features. This report provides Supply QA Team personnel with a listing of the differences between the counts on the inventory team scanner and the QA scanner. They will then forward the report to the IBS or Site Coordinator for acceptance or rejection of scanner data. If you reject the scanner data, all NSN records on the scanner will require re-inventory.

b. Distribution. This report has the following distribution requirements:

(1) Daily to the Inventory Supervisor,
(2) Daily to the Stock Control Officer,
(3) Daily to the Material Division Officer,
(4) Daily to the Aviation Support Officer,
(5) Daily to the Quality Assurance Officer,
(6) Daily to the Stores Officer.

F. RELATED PROCEDURES

1. View Inventory Records on the Scanner.

a. General. This function allows quality-assurance (QA) personnel and team supervisors to review the transactions in the Inventory File (general or spot) for accuracy once inventory personnel complete inventory data collection. If there are errors in the data, correct the discrepancies using this function. You can also add or delete a record using this option.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Select the Inventory Option from the IBS Main Menu Screen by pressing numeric key 1.

(2) Step 2. Select the File Review Option by pressing numeric key 2. Press function key F1 if you wish to view the active keys available within this function. The number of records in the file under review also appears. These active keys are as follows:

(a) F2. Search on NSN.
(b) F3. Edit data.
(c) F4. Add record.
(d) F6. Next record.
(e) F7. Previous record.
(f) F8. Delete record.
(g) A. First record.
(h) Z. Last record.
(i) ALT A. Next record.
(j) ALT B. Previous record.
(k) ALT C. Back-light.
(l) ALT E. Exit review.
(m) ENTER. Next screen.
(n) BKSP. Previous screen.

(3) Step 3. Press numeric key 1 to select to view spot-inventory records or 2 to view general-inventory records and then the ENTER key.

NOTE: If the file you select is empty, the message “Data file is empty” appears.

(4) Step 4. The next screen shows the federal supply classification (FSC), national item identification number (NIIN), and special material identification code (SMIC) for the first record. Press the ENTER key to proceed to the next screen. (If you wish to edit data on this screen, press function key F3 to access the edit mode and change data as necessary. If you wish to delete this record, press function key F8. The message "Delete Record #__, Are you sure?" appears. Press alphabetic key Y or N as applicable.)

(5) Step 5. The next screen shows the user ID and Julian date. Press the ENTER key to proceed to the next screen. (If you wish to modify or delete data, repeat the procedures described in Step 4.)

(6) Step 6. The last screen for a record shows the NIIN and the number of NSN labels that personnel requested. Press the ENTER key to proceed to the next screen. (If you wish to modify or delete data, repeat the procedures described in Step 4.)

(7) Step 7. The next screen shows the next record on file; review as described above.

(8) Step 8. When your review is complete, press the ALT key and alphabetic key E.

(9) Step 9. Select the Done Option to return the scanner to the Main Menu Screen.

2. Conduct a Manual QA Process.

a. General. This function allows QA personnel to use the Download Report to check the validity of data when the number of items that require a QA check is small.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Review data transfer reports for the following;

(a) Duplicate records (personnel inventoried the same item within the same location twice),

(b) Erroneous records and incorrect locations.

(2) Step 2. Research all erroneous records and incorrect locations.

(3) Step 3. Use the Download Report to randomly select records for the QA process. You also can conduct a QA check from the location to the report. Alternate between these two processes for best effect.

(4) Step 4. Have someone, other than the personnel that originally conducted the general inventory, verify that the records you selected for the QA check are correct.

(5) Step 5. Reject the data if the validity of records for a particular scanner is less than established TYCOM standards.

(6) Step 6. Conduct another inventory for the same range of locations covered by the scanner whose data you rejected.

(7) Step 7. Edit and update the records in the Scanner File as necessary if the validity of scanner data is unacceptable.

NOTE: The IBS Program will not allow you to access scanner files after you check their validity and update the data. Consequently, you must make necessary changes to the files before processing.

3. Generate Bar-code Labels.

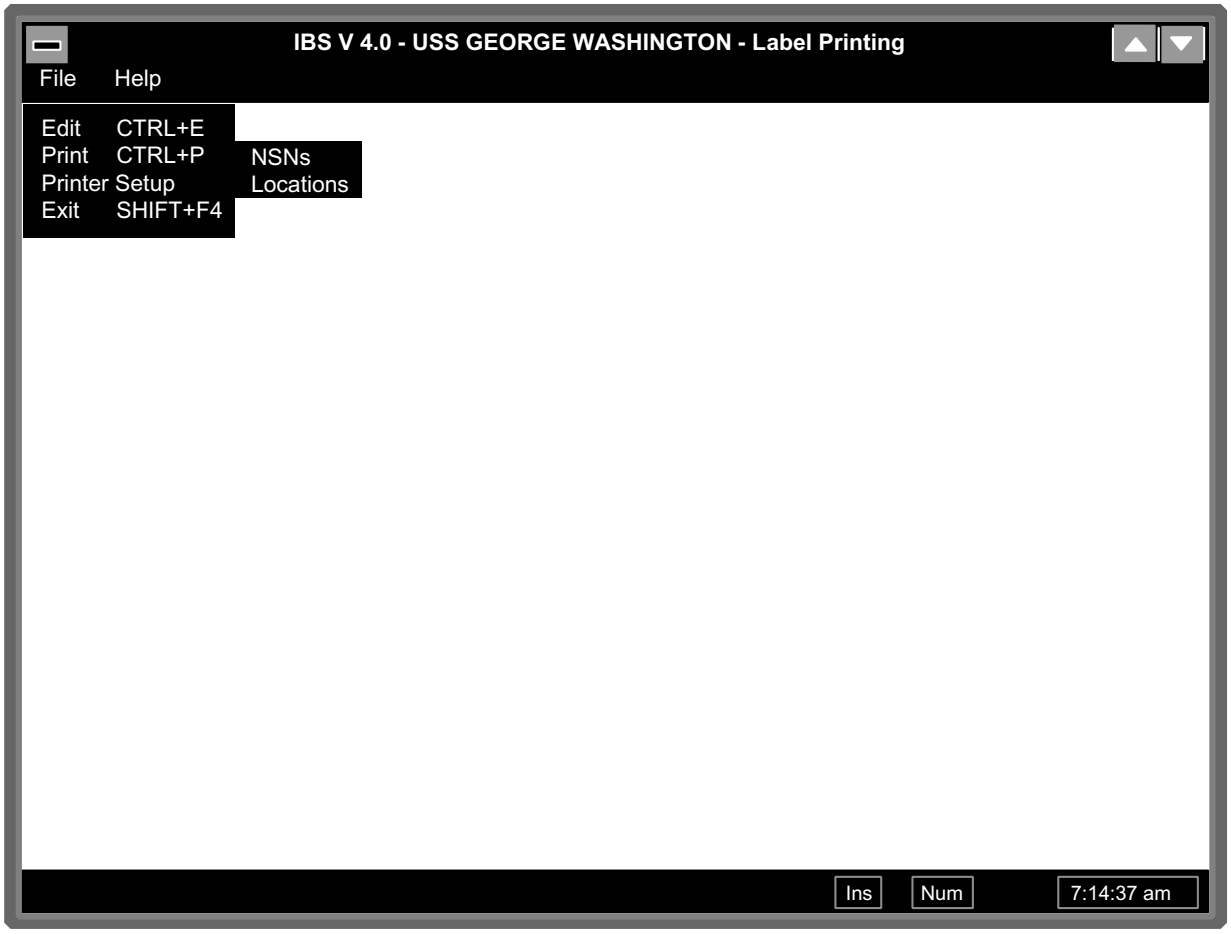


Figure 37

a. General. This function allows you to select to produce bar-code labels for material and storage bins that do not already have a label.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Ensure you connected the IBS label printer to the PC correctly and then, select the Label Printing Option also on the IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Print Option from the File Submenu and the NSNs or Locations Option from the Print Submenu.

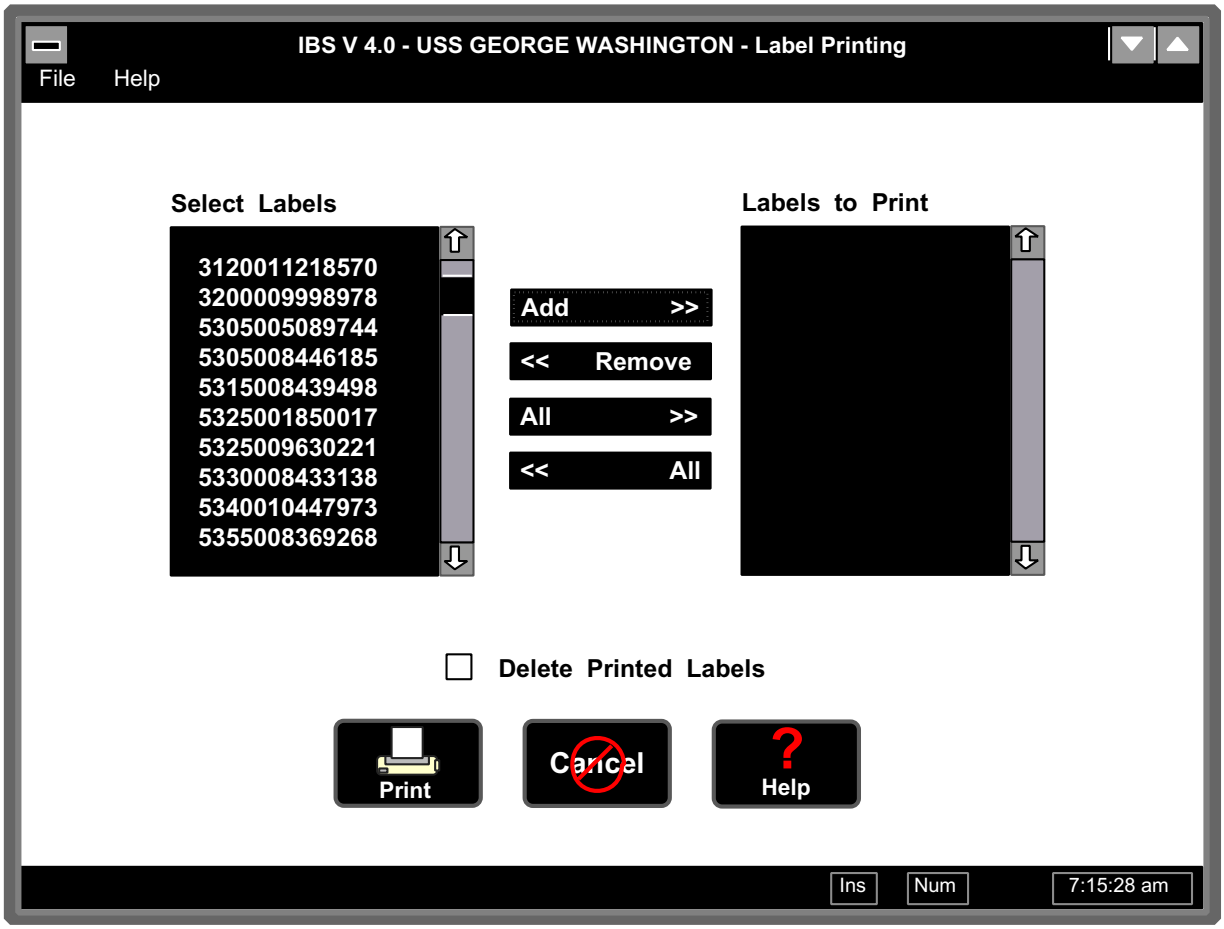


Figure 38

(8) Step 8. Select the particular label you wish to print and then select the Add Option. (The NSN record automatically moves from the Select Labels Column to the Labels to Print Column.) If you wish to print labels for more than one NSN record, hold down the SHIFT key as you select the various records.

NOTE: If you wish to print all labels in the Select Labels Column, select the appropriate All Option. If you wish to remove a record from the Labels to Print Column, select it and then the Remove Option. If you wish to remove all records from the Labels to Print Column, select the appropriate All Option.

(9) Step 9. Select the Delete Printed Labels Option if you wish to erase the records from file after printing.

(10) Step 10. Select the Print Option to continue. (If you select the Cancel Option, the program aborts this process without printing labels.)

(11) Step 11. When the labels finish printing, forward them to the appropriate storage area.

4. Edit Bar-code Labels.

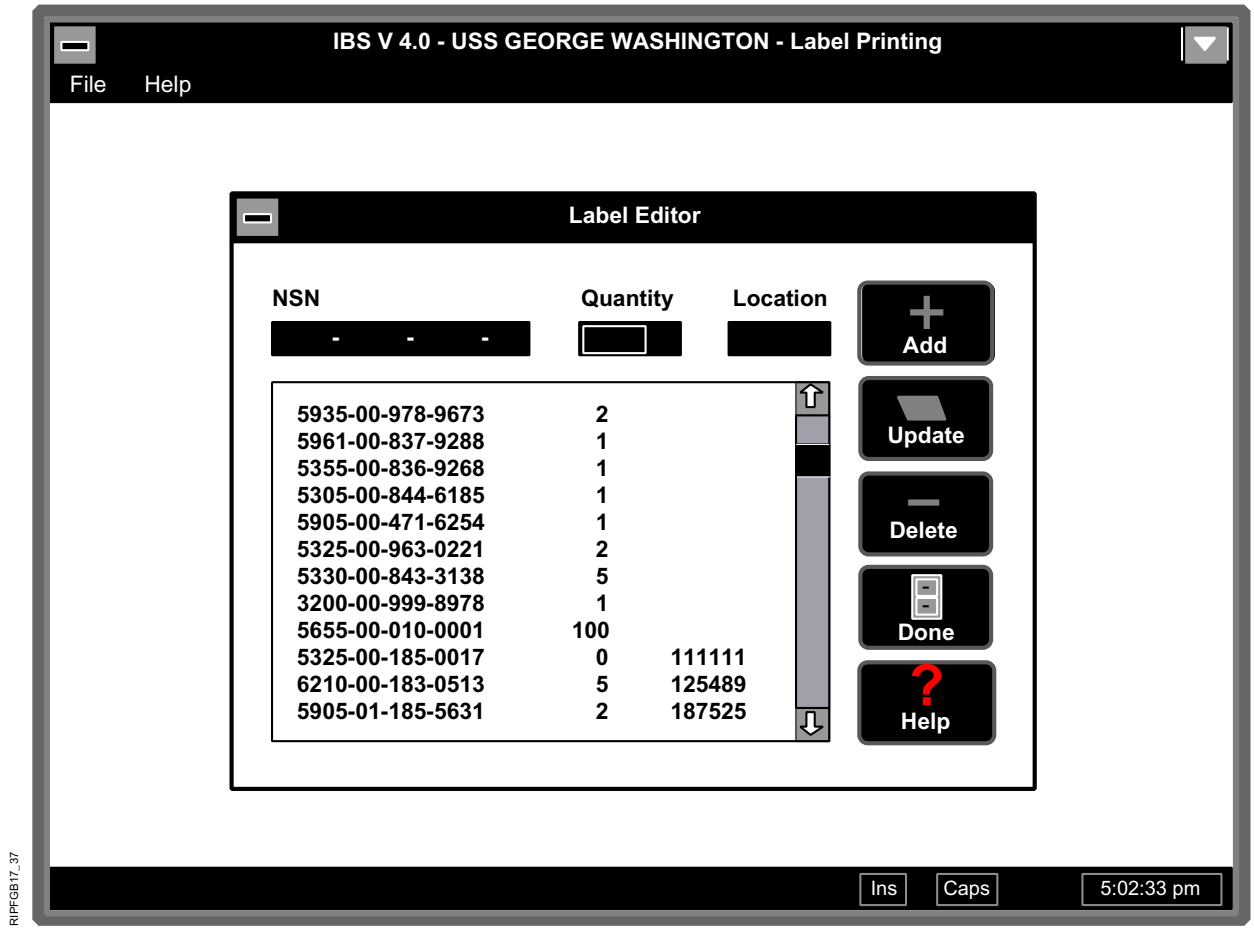


Figure 39

a. General. This function allows you to modify bar-code records in the Print File or to add or delete records.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Edit Option from the File Submenu.

(8) Step 8. Select the record you wish to modify or delete from those that appear on the screen.

(9) Step 9. Select the data field you wish to edit, type over that data, and then select the Update Option.

NOTE: If you wish to add a record, select the Add Option, then select the NSN data field and begin typing in data. When you finish, select the Update Option to input the record to the file. If you wish to delete a record, select the record and then the Delete Option.

(10) Step 10. When you finish editing, select the Done Option to save your edits.

5. Select a Bar-code Printer Setup.

Figure 40

a. General. This function allows you to set up the type of printer you will use to produce bar-code labels.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to begin the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Select the Label Printing Option from the same IBS Main Menu Screen.

(6) Step 6. Select the File Option from the Label Printing Menu Screen.

(7) Step 7. Select the Printer Setup Option from the File Submenu.

(8) Step 8. Select a printer from those shown on the screen and then select the OK Option. (If you select the Cancel Option, the program aborts this process without selecting a printer.)

6. Cancel the Inventory.

a. General. This function allows you to permanently stop an inventory job that is currently in process. (The program automatically removes from active status an inventory process that completes successfully.)

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Select the Cancel an Inventory Option from the Schedule Submenu.

Figure 41

(8) Step 8. Select the inventory that you wish to cancel.

(9) Step 9. Select the Delete Option to cancel the inventory from the active file.

(10) Step 10. The program then prompts you to ensure this is the inventory you wish to cancel. Select the Yes Option to finalize the cancellation process. (If you select the No Option, the system will abort this cancellation process without removing the inventory from active status.)

(11) Step 11. Select the Done Option to conclude this process.

7. Remove the Inventory.

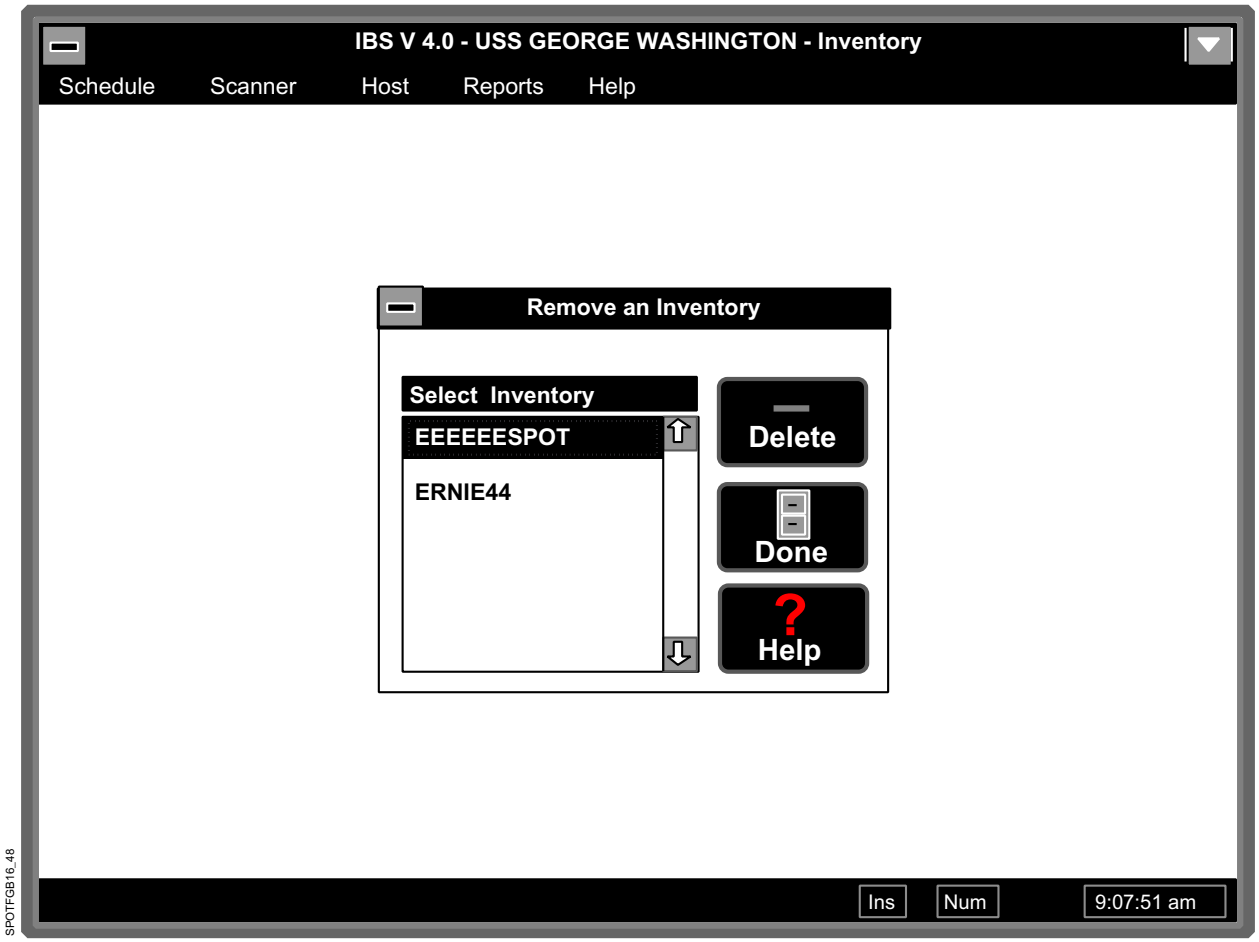


Figure 42

a. General. This function allows you to remove an inventory job from files. This clears, from the PC, all data fields and records associated with the process. If you fail to remove a cancelled process, you waste valuable hard-disk space, which in turn slows PC operations. Use this process also to remove a completed process that you no longer require for report purposes.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Select the Remove a Completed or Cancelled Inventory Option from the Schedule Submenu.

(8) Step 8. Select the inventory that you wish to remove.

(9) Step 9. Select the Delete Option to remove the inventory from the file.

(10) Step 10. The program then prompts you to ensure this is the inventory you wish to remove. Select the Yes Option to finalize the removal process. (If you select the No Option, the system will abort this process without removing the inventory from the file.)

(11) Step 11. Select the Done Option to conclude this process.

NOTE: The IBS Program has a purge date of 90 days after which it automatically removes from file all data for a canceled or completed process.

8. Check the Status of the Inventory.

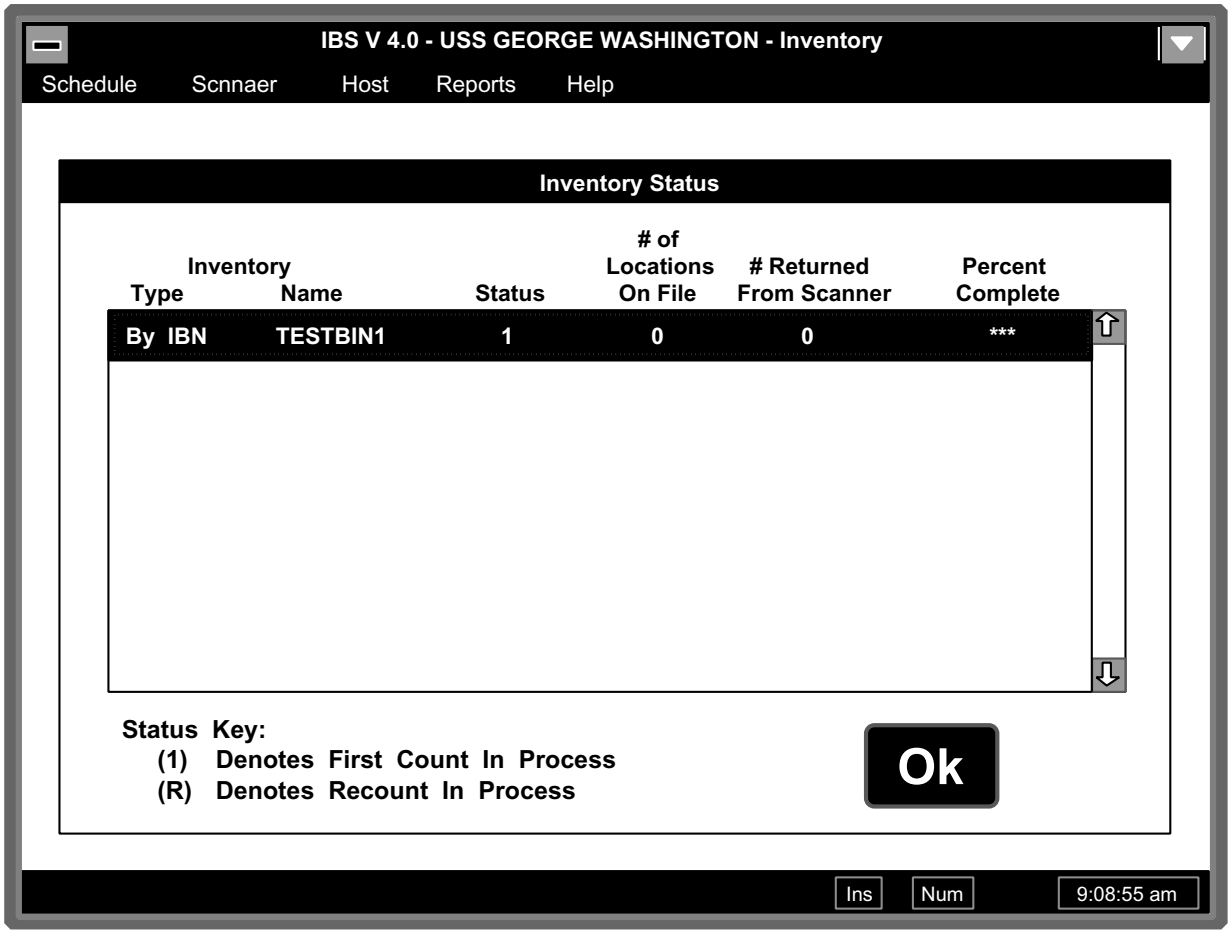


Figure 43

a. General. This function allows you to check an inventory process any time after scheduling it to verify its status.

b. Processing. The procedures required for this process are as follows:

(1) Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

(2) Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

(3) Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen. This is a six- to eight-character code that identifies each individual operator.

(4) Step 4. Enter the password you selected for this process. This is a five- to eight-character code that allows you to access particular procedures.

(5) Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

(6) Step 6. Select the Schedule Option from the Inventory Menu Screen.

(7) Step 7. Select the Inventory Status Option from the Schedule Submenu. Then, review the information on the screen as necessary.

(8) Step 8. Select the OK Option to exit from this process after you finish reviewing inventory status.

G. RECOMMENDATIONS

1. General. This section provides detailed suggestions for proper processing from the lessons we have learned in the past. It provides as well a list of the publications we consider of most importance in this particular area of expertise.

2. Lessons Learned. The following is a list of problems we have encountered, their causes, and actions we recommend you execute as a part of routine business to prevent them:

a. Excessively Large C&H Listing.

(1) Cause. If you fail to use the IBS Program to process inventory data, you increase the probability of processing erroneous transactions. These transactions will then appear on the Listing of Unmatched Transactions for Captions C&H.

(2) Action. Use the IBS Program routinely to ensure the quick and accurate processing of inventory data.

b. Extreme Delays in QA Scanner Processing and Inventory Updates.

(1) Cause. You scheduled a large inventory (more than 5000 items) as a single job. *This is not the same problem as loading too many records to one scanner.*

(2) Action. Divide the inventory into smaller jobs, separating the records into smaller blocks. To do this, select small ranges of locations when scheduling the inventory. In addition, if an inventory file has become corrupt, you inventory you must try to recover is much smaller. This also precludes restarting the entire inventory, restart only that one block.

c. Insufficient Disk Space.

(1) Cause. The IBS Program requires a large amount of disk space to execute efficiently. When attempting to access the IBS Program, the message “Too many applications open. Close applications, and start again.” may appear.

(2) Action. Accomplish file clean-up procedures on your IBS PC as often as you can to ensure you always have the minimum disk requirements.

d. Internal Battery in Scanner Dies Unexpectedly Losing All Data Collected.

(1) Cause. You transferred too many records to a scanner.

(2) Action. Never exceed the maximum of 300 NIIN records per scanner. This will save you time and minimize the possibility of losing data.

e. PC Locks Up When Transferring Data.

(1) Cause. This problem is generally maintenance-related.

(2) Action. Contact the personnel responsible for maintenance. If you require further assistance, contact MTAT personnel.

f. Reduced Level of Charge on NiCad Battery Pack.

(1) Cause. You repeatedly discharge the battery only partially before recharging it. Over time the battery, through this conditioning, will be unable to achieve a full charge. This problem is known as memory effect.

(2) Action. To prevent memory effect, maintain one fully charged spare battery for every two scanners. Remove a battery from the scanner only when it indicates a low charge. Replace the battery with a fully charged battery. Recharge the battery that has a low charge. Use the discharge feature of the charging unit once a month.

g. Scanner QA Processing Experiences Abnormal Termination.

(1) Cause. You scheduled a large inventory (more than 5000 items) as a single job. *This is not the same problem as transferring too many records to one scanner.*

(2) Action. Any time an error message appears, write it down and research the problem. If you do not understand the problem or correction, contact ADP or MTAT personnel for assistance. Do not attempt to modify, rename, or delete any IBS work files using DOS procedures.

h. Unable to Import Spot Inventory Data to Databases.

(1) Cause. The IBS Program requires certain .pif file settings on your IBS PC to operate efficiently. If the settings are different from the standard layout, the program will not be able to import spot-inventory data to the databases after transferring it from the Host.

(2) Action. Ensure you follow the file setup procedures as described in installation information.

i. Unusually Large Number of Records Flagged for Recount.

(1) Cause. You begin processing recount inventory data before making sure that processing of first-count data was complete.

(2) Action. At all times, keep track of where you are in an inventory process (use the Status Option). This is the only way you can maintain strict control of the entire process. *Pay attention to detail.*

j. Windows Will Not Release Terminal Emulator.

(1) Cause. The Windows Program may require the slight tapping of ESC and ALT key to release the terminal-emulator process.

(2) Action. Ensure you include these key strokes whenever you attempt to access the terminal emulator.

3. References. The following are the references and sources we recommend you use when you require additional information:

a. CNAL/CNAPINST 4440.1 (Series),
b. SUADPS-RT Support Procedures,
c. Automated SNAP I Supply Procedures Manual (NAVSUP P-567),
d. CNAL MTAT IBS Manager's Guide.

H. SMA INTEREST ITEMS

1. General. This section provides details of the most common discrepancies found during a Supply Management Assessment (SMA). Refer to this section often to ensure you maintain your standards up to or better than those prescribed by your type commander.

2. Inventory Management. Below is a list of some of the areas affecting the IBS Coordinator that are of high interest to SMA inspectors:

a. Do ship's personnel use the Integrated Barcode System (IBS) to conduct all inventories, location audits, and QA samples?

b. Do personnel in the Supply Quality Assurance Division retail all sample results and inventory records for a period of 18 months?

c. Do location audits and inventories have specifically defined parameters?

d. Are there specific time frames for conducting inventories (planning through posting)?

e. Do ship's personnel have responsibilities assigned to cover all positions in an inventory evolution?

f. Did ship's personnel clear the processing pipeline before beginning an inventory?

g. Are there specific procedures that cover emergency issues from stock during an inventory?

h. Do ship's personnel set SUADPS-RT inventory flags (DI 084) before beginning an inventory?

i. Did inventory team members formally review inventory procedures (POA&M) and receive appropriate training before beginning an inventory?

j. Will specific personnel conduct causative research for an inventory process?

k. Does the Supply Officer receive formal reports of the results of all inventories?

l. Is there a Supply Department instruction that contains annual schedules for required physical inventories by calendar or fiscal year?

m. Do the inventory cycles for all special materials meet the frequency requirements?

n. Do request for ISSOT assistance in the inventories of COSAL and AVCAL material meet parameter requirements?

o. Do ship's personnel conduct inventory samplings of all storerooms every four months to check the validity of both location and quantity?

p. Does each inventory sample include the proper number of items?

q. Do formal inventory reports to the Supply Officer contain a statement on whether the validity meets the force standard?

r. Do ship's personnel post inventory and location-validity results in each storeroom?

s. Do they calculate inventory validity accurately?

t. Did they follow proper procedures for below standard location accuracy rates?

u. Did they follow proper procedures for below standard quantity accuracy rates?

v. Did they obtain TYCOM approval before posting gross inventory adjustments in excess of $500K for any given month?

w. Did personnel prepare documents and obtain approval for all surveys that appear on the monthly Inventory Adjustments Report?

x. Do personnel prepare a causative research form for each line item on the monthly Report 34 where the gain or loss by inventory is in excess of $2,500?

y. Does the Supply Officer sign causative research forms and do ship's personnel then file them in NIIN sequence and retain them for 18 months?

z. Do ship's personnel research inventory adjustments properly?

aa. Did the Commanding Officer and Supply Officer approve inventory adjustments?

ab. Do ship's personnel accomplish inventory-adjustment reversals properly, using a causative research form when appropriate, and obtaining approval from the proper individual?

ac. Do they use the appropriate inventory gain, loss, or accounting adjustments?

ad. Do they retain inventory-adjustment records for 18 months and file them in stock-number sequence?

ae. Do they submit signed DD Form 1149 documents with the monthly FIR report to DFAS, with copies to the TYCOM when appropriate?

af. Do ship's personnel turn in excess material within 30 days of applying new COSAL or AVCAL allowance aids?

ag. Did ship's personnel develop a fiscal-year plan for the use of ISSOT assistance in conducting inventories, location audits, excess offloads, and receipt processing? Did they submit the plan and request for assistance to the TYCOM at the beginning of the fiscal year?

I. CHECKOFF LIST

1. General. This section lists the various procedures necessary to the proper execution of your duties as the IBS Coordinator. These steps are in the sequence that will help ensure successful completion of your taskings?

2. Inventory Management POA&M. Below are the POA&M steps common to inventory, spot-inventory, location-audit, consolidation, and relocation processes.

a. Generally speaking, the success or failure of an inventory, location-audit, consolidation, or relocation process depends upon the preparation, management participation, and final auditing efforts.

b. Conduct SUADPS-RT File Clean-up. The following require dedicated file maintenance:

(1) BMF maintenance,
(2) BRF maintenance,
(3) C&H processing,
(4) Suspense processing.

c. System Saves. Accomplish SUADPS-RT saves (^SUADP1>DBASE), especially if setting inventory flags.

d. Storeroom Analysis. Run a storeroom analysis in order to assess personnel requirements and determine record counts per storeroom.

e. Establish Team Members. Ensure that management personnel participate (khaki participation). Assign duties and responsibilities. Make every member accountable for the project.

f. Provide detailed guidelines on how to accomplish tasking. Ensure that key personnel provide input for the POA&M.

g. Conduct Equipment Survey. Check internal and external IBS batteries to ensure they have full charges. Check printers, the IBS PC, material handling equipment, vertical conveyors, and so on.

h. Training. Conduct training on procedures and use of IBS equipment.

i. Scanner Chip. Prepare scanners for processing. Ensure the internal chip is of the most current version.

j. Process IBS Job. Conduct location-audit, inventory, relocation, and consolidation processing using prescribed procedures.

k. Daily Backups. Accomplish daily backups of the IBS directory on the PC.

l. Labels. Print bar-code labels as required.

m. Inventory Reconciliation. If required, conduct an inventory reconciliation in accordance with the Inventory Reconciliation Manual. Coordinate with COMNAVAIRLANT N412C for scheduling of the reconciliation (RECON).

n. Accomplish QA Sampling. Verify all steps in accordance with the POA&M. Obtain authorization, then justify and document every deviation.

o. Adjustment. Adjust SUADPS-RT records.

p. Offload. Conduct offload of material as required.

q. Receipts. Process receipts as required.

r. Analysis. Provide statistical analysis utilizing graphs and charts.

s. Bar-code Label Printers. Use desktop or portable, hand-held models to produce labels as needed or on demand.

t. Lessons Learned. Provide a list of lessons learned. Incorporate lessons learned into a functional desk guide.

3. Inventory Procedures.

a. Background. The main objective of an inventory is to account for all material in a specific storeroom or group of storerooms. Storeroom validity goes hand-in-hand with material readiness and accountability.

b. Reports. Process storeroom analysis reports to identify material within each primary storeroom as well as those that have locations outside the primary storeroom.

c. Establish Team Members. Ensure that management personnel participate (khaki participation). Assign duties and responsibilities. Make every member accountable for the project.

d. POA&M Procedures. Develop POA&M procedures. Incorporate procedures into a functional desk guide and lesson plans.

e. Site Survey. Conduct an equipment, hardware, and software site survey.

f. Training. Conduct training on procedures and use of IBS equipment.

g. System Saves. Accomplish SUADPS-RT saves (^SUADP1>DBASE), especially if setting inventory flags.

h. Daily Backups. Accomplish daily backups of the IBS directory on the PC.

i. Schedule the Inventory. Clear all inventory flags. Based upon the Storeroom Analysis report, split location records into blocks of 5000 or less.

j. Transfer. Transfer parameters to the A Host.

k. Drawdown. Execute the BMF drawdown.

l. IBS PC. Transfer data to the IBS PC.

m. Load Data to Scanner. Do not load more than 300 records per scanner. Scan material and enter handscribes as required.

n. Scanner to PC. Load scanner data back to PC.

o. Quality Assurance. Accomplish quality-assurance checks of all scanner data.

p. Accepting Data. Accept scanner data.

q. Discrepancies. Produce discrepancy reports.

r. Working Discrepancies. Work discrepancy lists or perform inventory recounts.

s. Summary Reports. Produce summary reports for management review.

t. Inventory RECON. Conduct an inventory reconciliation, if required, in accordance with the Inventory Reconciliation Manual. Coordinate with CNAL N412C for scheduling of RECON.

u. Inventory Adjustments. Transfer inventory adjustments to the A Host and process to SUADPS-RT.

v. Quality Assurance. Conduct QA sampling.

w. Analysis. Provide statistical summary utilizing graphs and charts.

x. Barcode Label Printers. Use desktop model to mass produce labels or a portable, hand-held to produce labels on demand.

y. Lessons Learned. Provide a list of lessons learned. Incorporate lessons learned into a functional desk guide.

COMNAVAIRLANT

SUPPLY DEPARTMENT PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

IBS COORDINATOR PROCEDURES PART IIB: GENERAL INVENTORY MANGEMENT

LESSON PLAN
SECTION 7

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

SUPPLY DEPARTMENT
PROFESSIONAL DEVELOPMENT PROGRAM
(PDP)

IBS COORDINATOR PROCEDURES
PART IIB: GENERAL INVENTORY MANAGEMENT

SECTION 7: LESSON PLAN

1. Introduction. Attached to this cover sheet is the MTAT lesson plan that will allow you to train other personnel on the requirements and demands of your position. This lesson plan is as follows: IBS Coordinator Procedures for a General Inventory (II-C.10). After you successfully complete your studies and earn full qualification in general-inventory processing, you may begin to train other personnel in procedures and processing in this area.

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COMNAVAIRLANT

IBS COORDINATOR PROCEDURES FOR A GENERAL INVENTORY LESSON PLAN II-C.10

(Classroom Time 30 Minutes)

MANAGEMENT TRAINING

AND ASSISTANCE TEAM

CNALMTATPUB
IBSFLP - 012
REV: SEPT 00

A. INTRODUCTION

- **General-inventory Process.** This is the inventory of a specific commodity or special material. This function provides the ability to conduct inventories for specialized material located in many storage areas by allowing you to establish parameters for a more specific selection criteria. The purpose of a general-inventory process is to gather information for use in comparing inventory-count data to data in the BMF. The program provides you with the capability of conducting the following processes:

  Specific Commodity Inventory. This involves the physical count of all items that comprise a specific segment of material (for example: electron tubes, depot level repairables, fire bricks, boat spares, and others). You can select material by a specific cognizance (COG) symbol, federal supply classification (FSC) code, special material identification code (SMIC), shelf-life code, material control code (MCC), or other indicator.

  Special Material Inventory. This involves the physical count of all items that require separate identification and inventory control. Some examples of this type of material are hazardous, classified, repairable, or pilferable material.

  Velocity Inventory. Previous experience shows that the number of stock record errors increases in the same proportion that issues increase. Therefore, it is a wise practice to concentrate on items that have high demand and are centrally located. Examples of this category of material includes POS items, high-velocity-demand consumables, and others.

- **General-inventory Schedule.** Current TYCOM policies require that SAC-207 and AV-207 activities conduct inventories on a regular pre-determined schedule. Inventories are necessary to ensure you maintain effective control of material in order to accomplish mission requirements. The following page contains a list of some of these requirements:

Inventory Category	Frequency
Classified Material	Quarterly
Medicinal (narcotics and controlled drugs)	Quarterly
Flight Clothing	Quarterly
Operating Space Items and Material in the Custody of Other Departments	Quarterly
Maintenance Assistance Modules	Semi-annually
Test Bench Installation Items Semi-annually	
Ready Service Spares	Semi-annually
Q-COSAL Material	Semi-annually
Controlled Equipage	Annually
Hazardous Material	Annually
Depot Level Repairables	As directed
Demand-based Items or Peacetime Operating Stock	Annually

B. PRESENTATION

- **Procedures.** The IBS Program allows you to select the particular items that require inventory. The process involves transferring data to scanners that inventory teams use to read bar-code labels on material as well as on locations. The program also generates handscribe cards for items found in targeted storage locations that do not have a corresponding record in the BMF. In addition, the IBS Program produces internally generated inventory adjustments that you must apply to SUADPS-RT at a later time. The general-inventory process involves the following:

  Initiating the Inventory. The first step in this process is the scheduling of the general inventory. For this, the requester must provide the parameters and material category selections to the IBS Coordinator. The program selects the items specified, transfers parameters to SUADPS-RT, and selects BMF records. It then transfers records flagged to the PC configured for IBS processing. After that, it transfers the data to INTERMEC

scanners for use by the Inventory Team. Personnel then proceed to the appropriate area to count the material.

Recording Inventory Results. Now you transfer the data collected by the scanners to the PC. This process is known as an update. Generate reports after each update to keep managers apprised of the progress of the inventory. Remember to request that the system exclude "not-returned-location" records. Otherwise the summary matrix considers them as losses by inventory. The IBS Program generates the Scanner Download Report whenever you transfer scanner data to the PC. It also produces a Scanner QA Process Summary Report when you transfer QA scanner data to the PC. Finally, it generates a QA Differences Report when the validity of QA scanner data you transfer to the PC is less than 100%.

- **Prepare Scanners for Processing.**

  General. This function allows you to ensure all scanners are ready for personnel to use before beginning the general inventory. This involves all the following actions:

  - Clearing any data already on the scanner and preparing it for the next operation,
  - Ensuring that no two scanners have the same identification number,
  - Verifying that the identification number used for the general inventory is unique and identical to the one entered to the PC.

  Processing. The procedures required to program a scanner for general-inventory processing are as follows:

  - Step 1. Select the Inventory Option from the Main Menu Screen by pressing numeric key 1. Ensure the scanner contains the Basic Material File (BMF) data you transferred from the PC.

- ✥ Step 2. The scanner prompts you to decide whether you wish to process a spot inventory or not. Press alphabetic key N to continue.

- ✥ Step 3. Press the ON/OFF key to turn off the scanner when the Enter User ID Screen appears. It is now ready for processing personnel.

- ✥ Step 4. Proceed to the next paragraph to continue this general-inventory process.

- **Schedule the Inventory.**

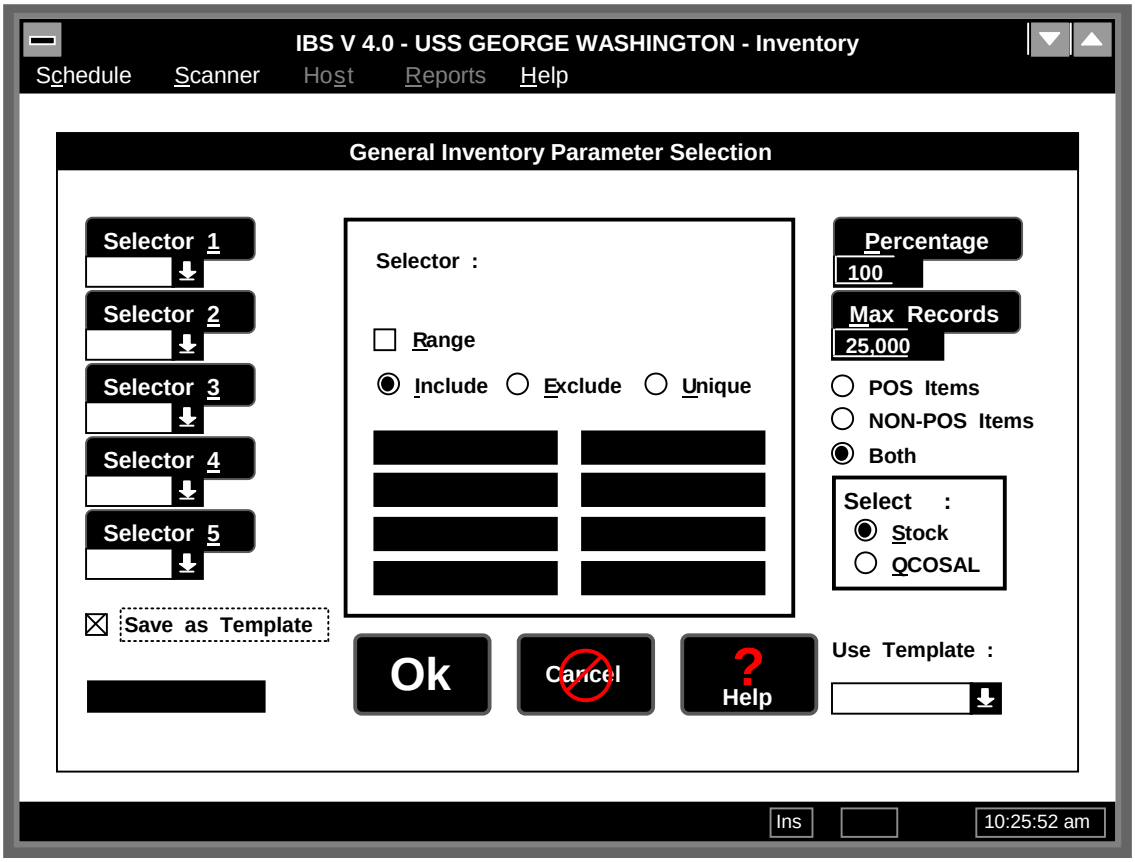


Figure 1

General. This function allows you to schedule a general-inventory process on the PC. To do this you must first establish parameters on the PC and then transfer them to the Host.

Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Select the New Inventory Option from the Schedule Submenu.

- Step 8. Enter a name for the scheduled general inventory. This is a name between 6 and 10 characters long that you define.

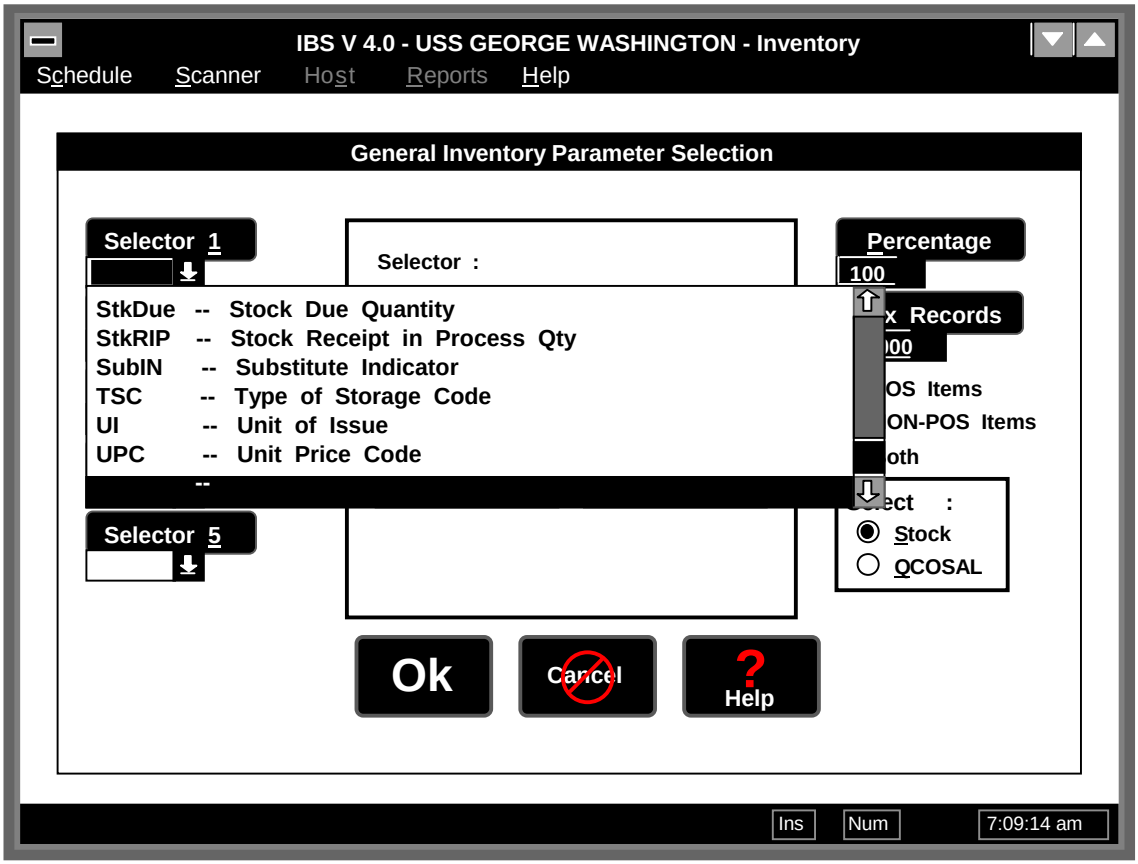


Figure 2

- Step 9. Enter a title for the output reports printed for this general-inventory process. This is a name with a maximum of 40 characters that you define.

- Step 10. Select the General Inventory Option, Figure 1 will appear.

- Step 11. Use the space bar or computer mouse to select the Down Arrow Option that allows you to view the Selector Submenu.

- Step 12. Choose the general-selector codes you wish to use for this general inventory (Figure 2).

- Step 13. Select the Range Option as necessary and also select whether to include or exclude each code or make it unique.

- Step 14. Select the percentage (%) of items that you wish to include in this process.

- Step 15. Select the maximum number of records that you wish to include in this process.

- Step 16. Select the type of material that you wish to select for this inventory: POS, non-POS, or both; select also stock or Q-COSAL.

- Step 17. Select whether you wish to save the parameters you entered to a template. This allows you to use this template at a future date without having to enter all the parameters again.

- Step 18. Review the information you entered on the screen.

- Step 19. Select the OK Option to input the parameters for this inventory.

- Step 20. Select the OK Option again to save parameters for this inventory.

- Step 21. The system then prompts you to decide whether you wish to transfer parameter data to the Host computer now. Select one of the following options:

  - **Yes.** If you select this option, proceed to Step 12 of the Select to Execute the Inventory paragraph that follows for additional detailed procedures.

  - **No.** If you select this option, proceed to Step 1 of the Select to Execute the Inventory paragraph that follows for additional detailed procedures.

- **Select to Execute the Inventory.**

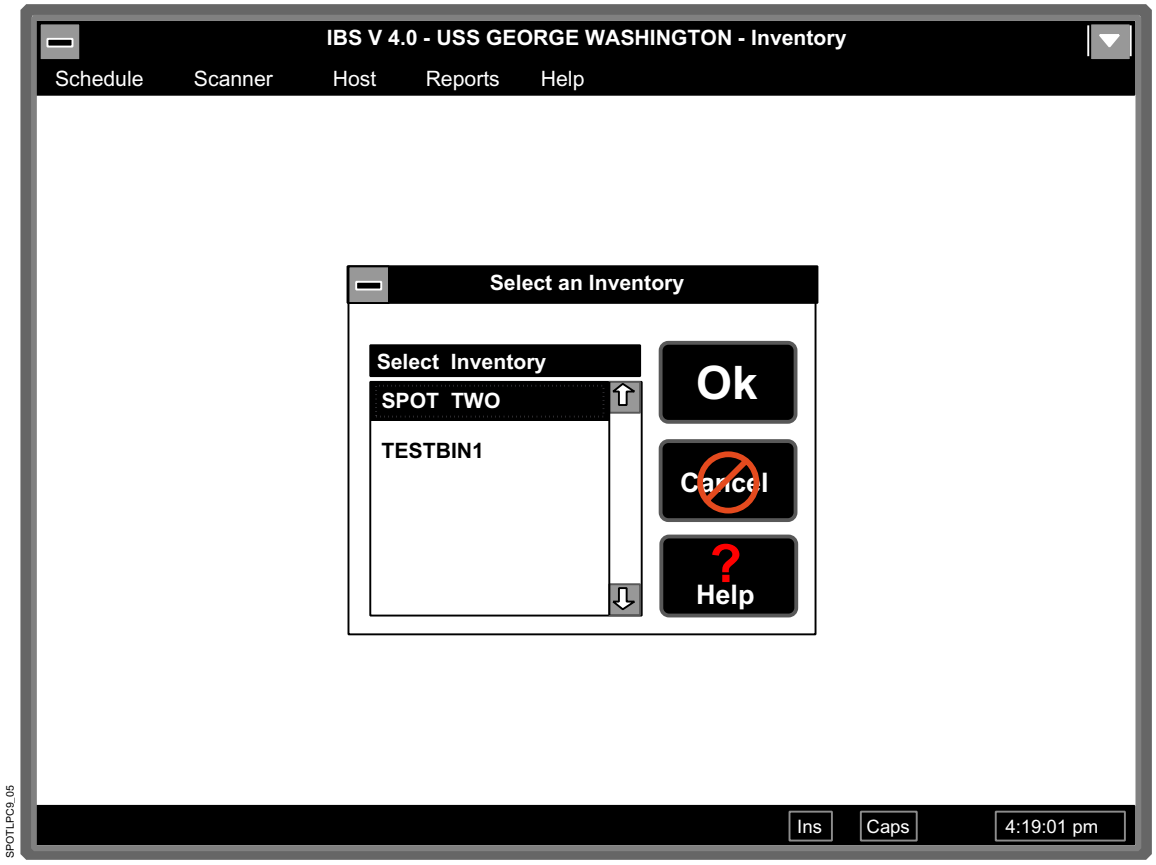


Figure 3

General. This function allows you to process a particular general inventory after scheduling it. If you previously selected to transfer parameters when scheduling this general inventory, begin at Step 12 of this process. Otherwise, begin at Step 1.

Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

- Step 8. Select the particular general inventory that you wish to execute (Figure 3).

- Step 9. Select the OK Option to continue the procedure.

- Step 10. The system then prompts you to decide whether you wish to transfer parameter data to the Host computer. Select the Yes Option to continue this process.

- Step 11. Carefully read and follow the instructions that appear on the screen. The Host initiates the actual file-transfer process.

- Step 12. If the Host system finds parameter data already on file during the transfer process, a warning message appears on the screen. The program prompts you to decide whether you wish to overwrite the parameters already on file. Select the Yes Option to continue.

- **Transfer Data From the Host to the PC.**

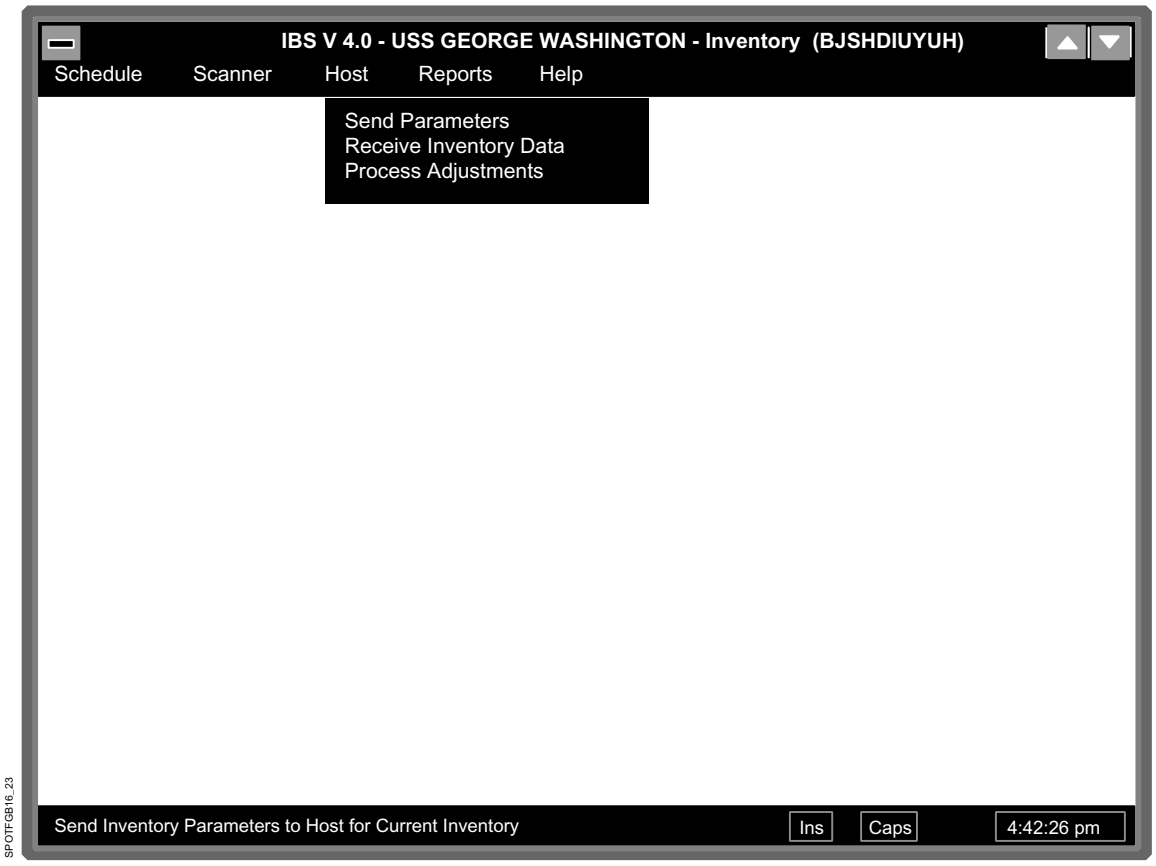


Figure 4

General. This function allows you to transfer BMF data from the Host system to the PC in the following situations:

- Transfer of data to the PC was unsuccessful,
- Personnel in the ADP division ran the job at night using the ADPINV.EC execute command.

Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

- Step 8. Select the particular general inventory for which you wish to transfer data to the PC.

- Step 9. Select the OK Option to retrieve the data for this general-inventory process.

- Step 10. The system now prompts you to decide whether you wish to transfer parameter data from the PC to the Host. Select the No Option to continue this process.

- Step 11. Select the Host Option from the Inventory Menu Screen (Figure 4).

- Step 12. Select the Receive Inventory Data Option from the Host Submenu.

- Step 13. Carefully read and follow the instructions shown on the screen.

- Step 14. The system then returns to the Inventory Menu Screen. Proceed to the next paragraph to continue this general-inventory process.

- **Transfer Data From the PC to Scanners.**

  General. This function allows you to transfer general-inventory data and the file name of the inventory you scheduled to scanners for inventory action. You can transfer the inventory output to the PC any time after creating it. The IBS Program allows you to transfer a maximum of 500 records to each scanner. CNAL recommends that you transfer a maximum of 300 records to each scanner. This provides you with better control when you lose scanner data as follows:

  - Damage to a scanner,
  - Battery failure,
  - Key-entry problems,
  - Other problems.

  However, it will not load the records for certain locations to a scanner if the number of items in that location will cause the total number of records to go beyond the 300-record limitation.

  Processing. The procedures required for this process are as follows:

  - Step 1. Select the Schedule Option from the Inventory Menu Screen.

  - Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

  - Step 3. Select the general inventory from which you wish to transfer data to a scanner.

  - Step 4. Select the OK Option to continue this general-inventory process.

  - Step 5. The system then prompts you to decide whether you wish to input or edit a NIIN record. Select the No Option because you already processed this general inventory through the Host.

- Step 6. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the Yes Option to initiate the transfer process. The IBS Program begins to review the file you wish to transfer.

- Step 7. Select the Upload Scanner Number Option. This is the number of the scanner to which you intend to transfer data.

- Step 8. Select the Number of Records to Upload Option and enter number you wish to transfer. This tells the program how many records you wish to transfer to the scanner. If you do not enter a number, the program defaults to 300.

- Step 9. Review the data you entered and select the OK Option to continue this process.

- Step 10. Press numeric key 6 (transfer) or numeric (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

- Step 11. The program now prompts you to decide whether you wish to transfer additional data. Select the Yes or the No Option as applicable.

- Step 12. Proceed to the next paragraph to continue this general-inventory process.

• **Issue Scanners to Inventory Team.** Distribute scanners to the individuals that will conduct the general-inventory process. Personnel will return scanners at the end of each work shift, as soon as they inventory all records on the scanners, or when they reach the 300-record limit on the scanner. Maintain a logbook to help you control scanners in use. Ensure the logbook has as a minimum the user's name, the scanner number, and the type of information on the scanner.

Proceed to the next paragraph to continue this general-inventory process.

- **Transfer First-count Data From Scanners to the PC.**

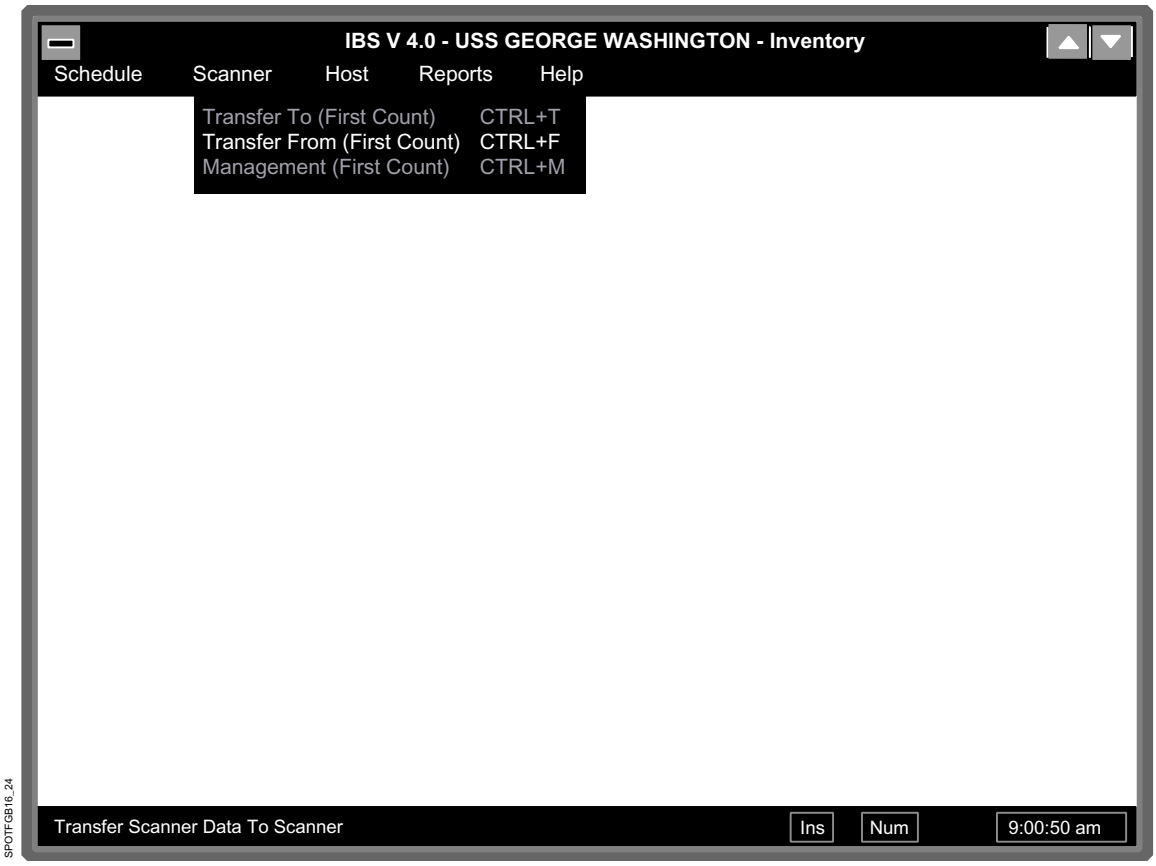


Figure 5

General. This function allows you to transfer scanner data to the PC after inventory personnel scan all records within assigned locations or if they reach the 300-record limit.

Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

- Step 8. Select the general inventory to which you wish to transfer data from a scanner.

- Step 9. Select the OK Option to continue this general-inventory process.

- Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to allow the system to initiate the transfer process from the scanner to the PC.

- Step 11. Select the Scanner Option from the Inventory Menu Screen.

- Step 12. Select the Transfer From (First Count) Option from the Scanner Submenu.

- Step 13. Press numeric key 6 (transfer) or numeric key (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process (Figure 5). Select the OK Option on the PC to continue this process.

- ✥ Step 14. The system returns to the Inventory Menu Screen. Proceed to the next paragraph to continue this general-inventory process.

- **Print the Download Report.**

  General. This function allows you to print a download report for each scanner file that the system did not update.

  Processing. The procedures required for this process are as follows:

  - ✥ Step 1. Select the Schedule Option from the Inventory Menu Screen.

  - ✥ Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

  - ✥ Step 3. Select the general inventory for which you wish to print reports.

  - ✥ Step 4. Select the OK Option to continue this general-inventory process.

  - ✥ Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue the print process. The system returns to the Inventory Menu Screen.

  - ✥ Step 6. Select the Scanner Option from the Inventory Menu Screen.

  - ✥ Step 7. Select the Management (First Count) Option from the Scanner Submenu.

  - ✥ Step 8. Select the number that corresponds to the scanner for which you wish to print a report. The system returns to the Inventory Menu Screen.

- Step 9. Select the Report Option from the Scanner Submenu.

- Step 10. Select the print options you require and then select the Print Option.

- Step 11. Select the OK Option to continue this process.

- Step 12. Then, select the Done Option to exit from this process. The system now returns to the Inventory Menu Screen.

- Step 13. Proceed to the next paragraph to continue this general-inventory process.

- **Transfer QA Data From the PC to Scanners.**

  General. This function allows you to conduct an automated quality-assurance (QA) process to check all work accomplished when the number of items you inventoried is large. You must determine what percentage of records you wish to check after reviewing reports. Ensure you research erroneous records and invalid locations and remember to update scanner files before beginning the QA check.

  Processing. The procedures required for this process are as follows:

  - Step 1. Select the Schedule Option from the Inventory Menu Screen.

  - Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

  - Step 3. Select the general inventory for which you wish to conduct a QA audit.

  - Step 4. Select the OK Option to continue this general-inventory process.

- Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process; the system then returns to the Inventory Menu Screen.

- Step 6. Select the Scanner Option from the Inventory Menu Screen.

- Step 7. Select the Management (First Count) Option from the Scanner Submenu.

- Step 8. Select the number that corresponds to the scanner for which you wish to conduct a QA check.

- Step 9. Select the QA Option from the Scanner Submenu.

- Step 10. Select the percentage of data that you wish to QA for that scanner.

- Step 11. Select the OK Option to continue this process.

- Step 12. Press numeric key 6 (transfer) or numeric key (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

- Step 13. Proceed to the next step to continue this general-inventory process.

- **Issue Scanners to QA Personnel.** Provide scanners to QA personnel so they can conduct the audit. When they finish their audit, they will return scanners to you for processing. Proceed to the next paragraph to continue this general-inventory process.

- **Transfer QA Data From Scanners to the PC.**

  General. This function allows you to transfer QA data to the PC after personnel finish checking the records loaded in scanners. If you attempt to transfer the data using the Transfer from Scanner to PC Option, the IBS Program will reject the transfer.

  Processing. The procedures required for this process are as follows:

  - Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).
  - Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.
  - Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.
  - Step 4. Enter the password you selected for this process.
  - Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.
  - Step 6. Select the Schedule Option from the Inventory Menu Screen.
  - Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.
  - Step 8. Select the general inventory to which you wish to transfer data from a scanner.
  - Step 9. Select the OK Option to continue this general-inventory process.

- Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to allow the system to initiate the transfer process from the scanner to the PC.

- Step 11. Select the Scanner Option from the Inventory Menu Screen.

- Step 12. Select the Transfer From (First Count) Option from the Scanner Submenu.

- Step 13. Press numeric key 6 (transfer) or numeric key (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

- Step 14. The system returns to the Inventory Menu Screen. Proceed to the paragraph below to continue this general-inventory process.

• **Edit Scanner Data.**

General. This function allows you to correct erroneous data noted by personnel conducting the general inventory if they were unable to make corrections on the scanner. Only you and the leader of the inventory team should make these corrections.

Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.
- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.
- Step 6. Select the Schedule Option from the Inventory Menu Screen.
- Step 7. Choose the Select an Inventory to Use Option from the Inventory Submenu.
- Step 8. Select the general inventory for which you wish to correct data files.
- Step 9. Select the OK Option to continue this general-inventory process.
- Step 10. The system then prompts you to decide whether you wish to input or edit a NIIN record. Select the No Option because you already processed this general inventory through the Host.
- Step 11. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process.
- Step 12. Select the Scanner Option from the Inventory Menu Screen.
- Step 13. Select the Management (First Count) Option from the Scanner Submenu.
- Step 14. Select the number that corresponds to the scanner whose data you wish to edit.
- Step 15. Select the Edit Option and then revise data as necessary.

- ✥ Step 16. Select the Update Option to save your changes.

- ✥ Step 17. Select the Done Option to complete this process. The system then returns to the Inventory Menu Screen.

- ✥ Step 18. Proceed to the next paragraph to continue this general-inventory process.

- **Process Accepted and Rejected Scanner Data.**

  General. This function allows you to either accept or reject data in scanner files depending on its validity rate after personnel complete quality-assurance checks.

  Processing. The procedures required for this process are as follows:

  - ✥ Step 1. Select the Schedule Option from the Inventory Menu Screen.

  - ✥ Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

  - ✥ Step 3. Select the general inventory for which you wish to update scanner data files.

  - ✥ Step 4. Select the OK Option to continue this process.

  - ✥ Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process. The system then returns to the Inventory Menu Screen.

  - ✥ Step 6. Select the Scanner Option from the Inventory Menu Screen.

  - ✥ Step 7. Select the Management (First Count) Option from the Scanner Submenu.

- Step 8. Select the number that corresponds to the scanner whose data you wish to accept or reject.

- Step 9. Select the Accept Option or the Reject Option as appropriate.

- Step 10. Select the Done Option to complete this process. The system returns to the Inventory Menu Screen.

- Step 11. Proceed to the next paragraph to continue this general-inventory process.

- **Generate Reports Resulting From the Inventory.**

  General. This function allows you to select to print these reports at any point after updating the data from the last scanner file.

  Processing. The procedures required for this process are as follows:

  - Step 1. Select the Schedule Option from the Inventory Menu Screen.

  - Step 2. Choose the Select an Inventory to Use Option from the Schedule Submenu.

  - Step 3. Select the general inventory for which you wish to print reports.

  - Step 4. Select the OK Option to continue this general-inventory process.

  - Step 5. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process.

- ❖ Step 6. Ensure the printer is on-line before you select the Reports Option and then select the reports you wish to generate.

- ❖ Step 7. Select whether you wish to print reports in a NIIN or location sequence.

- ❖ Step 8. Select whether you wish to send report data to the printer or to the screen.

- ❖ Step 9. Select the Print Option to begin printing reports for this process.

- ❖ Step 10. Select the Done Option after the system finishes printing the reports to exit from this process.

- ❖ Step 11. Proceed to the next paragraph to continue this general-inventory process.

- **Research and Correct Inventory Reports.**

  General. This function allows you to accomplish all research and corrective actions required.

  Processing. The procedures required to research and correct each report are as follows:

- **Not Inventoried Location/NIIN Report.**

  Step 1. Select to generate these reports first.

  Step 2. Identify records for items or locations that personnel did not inventory.

  Step 3. Transfer them to another scanner for processing. That will eliminate this category of reports.

- **Discrepancy Report.**

  Step 1. Identify records that are incorrect because of erroneous counts resulting from changes in unit of issue.

  Step 2. Reconcile records affecting gross-inventory-adjustment values before processing inventory-adjustment transactions.

  Step 3. Keep in mind that the longer you hold off in processing these transactions, the more you increase the chances of circumstances beyond your control invalidating the data.

  Step 4. If you intend to reconcile data before processing inventory-adjustment transactions, do so immediately.

  Step 5. Review this report and identify all those discrepancies that are valid.

  Step 6. Then, process inventory-adjustment, location-change, and location-add transactions for all valid discrepancies.

- **Summary Report.** This report provides a complete breakdown of inventory validity in the target storeroom. After working the reports above, proceed to the next paragraph to continue this general-inventory process.

- **Transfer Recount Data From the PC to Scanners.**

  General. This function allows you to transfer the data for a recount process from the PC to a scanner whenever it becomes necessary. Conduct a recount process for records that meet the criteria for this procedure. All DLR and AVDLR materials are subject to this process. At the discretion of the Supply Officer, you also may want to process consumable records with an extended money value (EMV) of $100.00 or more.

  Processing. The procedures required for this process are as follows:

- Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).

- Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.

- Step 4. Enter the password you selected for this process.

- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

- Step 8. Select the general inventory for which you wish to print reports.

- Step 9. Select the OK Option to continue this process.

- Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the Yes Option to transfer QA data.

- Step 11. Select the Upload Scanner Number Option. This is the number of the scanner to which you intend to transfer data.

- Step 12. Select the Number of Records to Upload Option. This tells the program how many records you wish to transfer to the scanner.

- ❖ Step 13. Review the data you entered and select the OK Option to continue this process.

- ❖ Step 14. Press numeric key 6 (transfer) or numeric key (SYSADMIN) then 3 (transfer) on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.

- ❖ Step 15. The program now prompts you to decide whether you wish to transfer additional data. Select the No Option if you are finished.

- ❖ Step 16. Proceed to the next step to continue this general-inventory process.

- **Issue Scanners to Recount Personnel.** Before handing out scanners, ensure they are ready for recount inventory processing as described in the paragraph titled Prepare Scanners for Processing (Page 10-3). Then, distribute the scanners to the individuals that will conduct the recount process. Transfer the data from scanners at the end of each work shift, as soon as personnel inventory all records on the scanners, or when they reach the 300-record limit on the scanners. Proceed to the next paragraph to continue this general-inventory process.

- **Transfer Recount Data From Scanners to the PC.**

  General. This process allows you to transfer recount data from a scanner to the PC.

  Processing. The procedures required for this process are as follows:

  - ❖ Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).
  - ❖ Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.

- Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.
- Step 4. Enter the password you selected for this process.
- Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.
- Step 6. Select the Schedule Option from the Inventory Menu Screen.
- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.
- Step 8. Select the general inventory to which you wish to transfer data from a scanner.
- Step 9. Select the OK Option to continue this process.
- Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the Host. Select the No Option to continue this process.
- Step 11. Select the Scanner Option from the Inventory Menu Screen.
- Step 12. Select the Transfer From (Recount) Option from the Scanner Submenu.
- Step 13. Press numeric key 6 (transfer) or numeric [SYSADMIN] on the scanner to select the transfer process. Select the OK Option on the PC to continue this process.
- Step 14. To complete this recount procedure, review and correct invalid conditions on the generate reports.
- Step 15. Proceed to the next paragraph to continue this general-inventory process.

- **Transfer Adjustment Data to the Host.**

  General. This function allows you to edit data in the adjustment file to reflect any changes that result from your research. Accomplish changes utilizing the Line Editor Function. When the number of records that require processing is small, process them interactively through SUADPS-RT. If the number is large, use batch processing. The IBS Program will generate two files in batch processing as follows:

  - One for the inventory adjustments (XYDDD-HHMM.A),
  - One for location changes (XYDDD-HHMM.A).

  If there are any depot-level-repairable (DLR) items involved, the IBS Program will generate DI X43 transactions for losses. Do not process these records until after you reconcile them and after survey documents (DD Form 200) are complete and signed. Process DI X43 transactions interactively through SUADPS-RT.

  Processing. The procedures required for this process are as follows:

  - Step 1. Enter the term WIN. This allows you to access the Windows Main Menu Screen from the DOS prompt (C:>).
  - Step 2. Select the IBS Icon from the Windows Main Menu Screen to initiate the IBS Program.
  - Step 3. Enter your user identification (user ID) code on the IBS Main Menu Screen.
  - Step 4. Enter the password you selected for this process.
  - Step 5. Then, select the Inventories Option also on the IBS Main Menu Screen.

- Step 6. Select the Schedule Option from the Inventory Menu Screen.

- Step 7. Choose the Select an Inventory to Use Option from the Schedule Submenu.

- Step 8. Select the general inventory from which you wish to extract data files.

- Step 9. Select the OK Option to continue this process.

- Step 10. The system now prompts you to decide whether you wish to transfer data from the PC to the scanner. Select the No Option to continue this process. The system then returns to the Inventory Menu Screen.

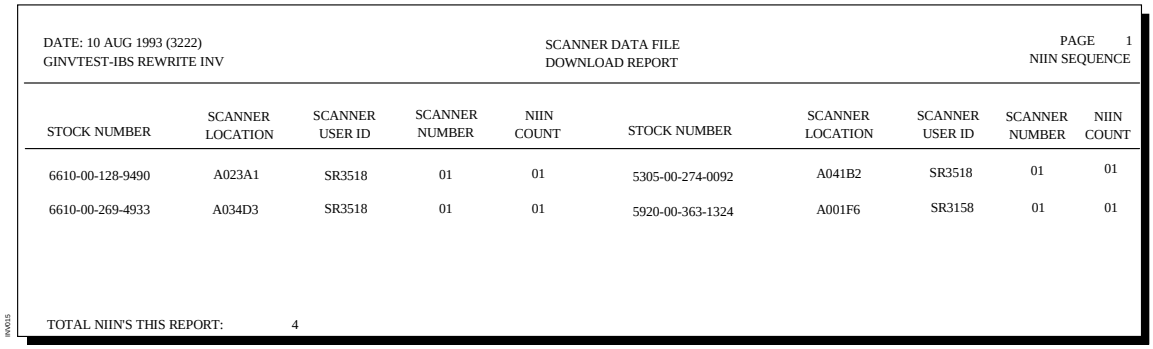
- Step 11. Select the Host Option from the Inventory Menu Screen.

- Step 12. Notify the SUADPS-RT FAS and personnel in the ADP Division about the transfer. Then select the Process Adjustments Option from the Host Submenu to begin the transfer of data to the Host.

- Step 13. At this point the transfer of data begins. Ensure you forward the file name of the data transferred to the SUADPS-RT FAS for use in batch-processing procedures.

• **Report Analysis.** During the course of an inventory, supervisors need to keep themselves apprised of all activities that may affect the process. An effective way of monitoring the inventory is to review reports generated by the IBS Program. In this way, they can better manage inventory processing and assure the accuracy and success of the entire inventory process. The IBS Program allows you to produce cumulative reports for a general inventory as required by management personnel. The information on cumulative reports reflects the status of all records residing on general-inventory files.

- **Scanner Data File Download Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

SCANNER DATA FILE
DOWNLOAD REPORT

PAGE 1
NIIN SEQUENCE

STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT	STOCK NUMBER	SCANNER LOCATION	SCANNER USER ID	SCANNER NUMBER	NIIN COUNT
6610-00-128-9490	A023A1	SR3518	01	01	5305-00-274-0092	A041B2	SR3518	01	01
6610-00-269-4933	A034D3	SR3518	01	01	5920-00-363-1324	A001F6	SR3158	01	01

TOTAL NIIN'S THIS REPORT: 4

INV015

Figure 6

Features. This report lists all records (in NIIN or location sequence) that personnel collected on a scanner during the general-inventory process. Use this report to research discrepancies that occur in the transfer process. If you note any discrepancies on these records, utilize the Inventory Scanner Management Maintenance Function to correct records as necessary. Since the report contains record and count statistics for each individual involved in the inventory, QA personnel can use it if they lose data from a scanner.

Distribution. Forward this report daily to the Inventory Supervisor.

- **Count Equal to SUADPS On Hand Report.**

DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE 1
GINVTEST-IBS REWRITE INV COUNT EQUAL TO SUADPS ON HAND

FGC	COG	MCC	ATC	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
BDML	7E	H	1	5895-00-110-7132EE	EA	NC0127	$ 1540.00	0	0	0	0	0	0	0	1	1	N/A	N/A
BM9L	7E	H	1	5895-00-449-5559AZ	EA	MB0108	$ 886.00	0	0	0	0	1	0	0	1	1	N/A	N/A
BJMH	7E	H	1	6105-01-144-3474XX	EA	NC0135	$ 2200.00	1	0	0	0	0	0	0	1	1	N/A	N/A

TOTAL RECORDS WITH COUNT EQUAL TO SUADPS ON HAND: 3

INV026

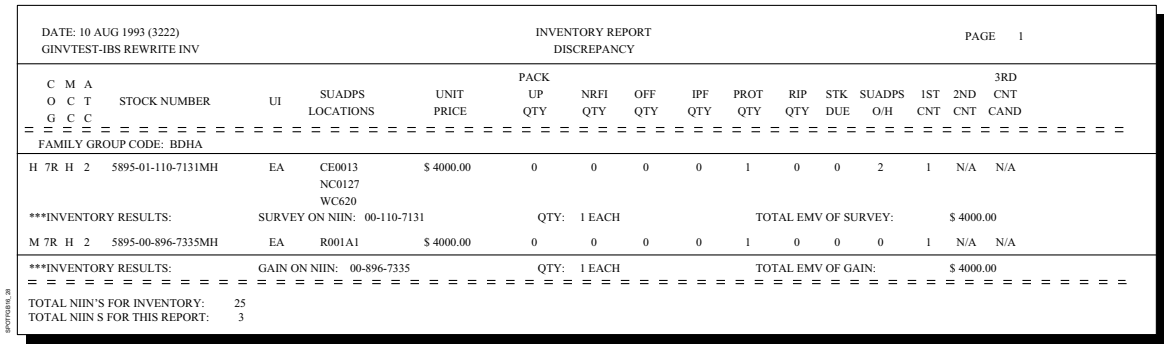
Figure 7

Features. This report provides a list of the records that the system selected for inventory whose on-hand count quantity exactly matches the on-hand quantity on the BMF. Use this report to verify the quantities for back-up, NRFI, offload, IPF, and stock-due subrecords. You can tailor this report so that it prints repairable or consumable items to an individual report when necessary. The program will generate DI X13 transactions with zeros in the quantity data field to update the date last inventoried data field in the BMF.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor,
- Daily to the Stock Control Officer,
- Daily to the Material Division Officer,
- Daily to the Aviation Support Officer,
- Daily to the Quality Assurance Officer.

- **Discrepancies Report.**



DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE 1
GINVTEST-IBS REWRITE INV DISCREPANCY

C O G	M C C	A T C	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
FAMILY GROUP CODE: BDHA																	
H	7R	H	2 5895-01-110-7131MH	EA	CE0013 NC0127 WC620	$ 4000.00	0	0	0	0	1	0	0	2	1	N/A	N/A
***INVENTORY RESULTS:					SURVEY ON NIIN: 00-110-7131			QTY: 1 EACH				TOTAL EMV OF SURVEY:			$ 4000.00		
M	7R	H	2 5895-00-896-7335MH	EA	R001A1	$ 4000.00	0	0	0	0	1	0	0	0	1	N/A	N/A
***INVENTORY RESULTS:					GAIN ON NIIN: 00-896-7335			QTY: 1 EACH				TOTAL EMV OF GAIN:			$ 4000.00		

TOTAL NIIN'S FOR INVENTORY: 25
TOTAL NIIN S FOR THIS REPORT: 3

SPOTGEN_29

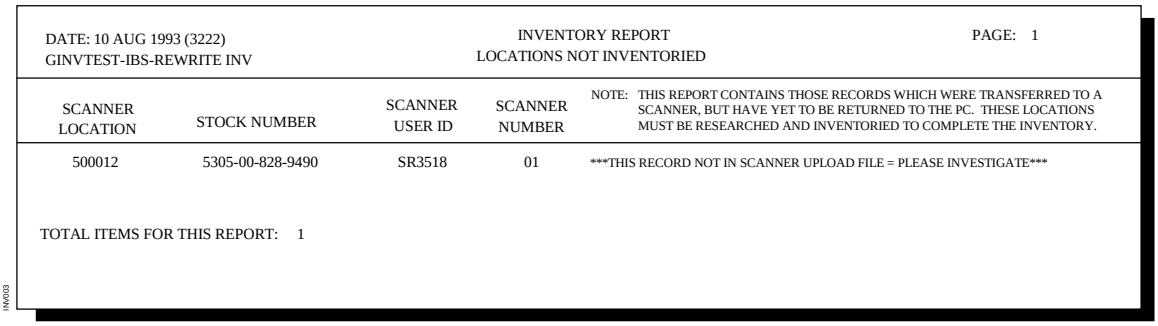
Figure 8

Features. This report provides a list of BMF, count, and recount quantities for NSN records requiring inventory adjustments. Ensure personnel verify the other categories of quantities listed on this report to ensure they apply adjustments correctly. You can tailor this report so that it prints repairable or consumable items to an individual report when necessary. This report provides information that helps you decide whether or not to apply the inventory adjustments that the IBS Program created. Therefore, use it to make corrections to adjustments when necessary. Edit the Output File after transferring data to the Host, but before entering it to SUADPS-RT.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor.
- Daily to the Stock Control Officer.
- Daily to the Material Division Officer.
- Daily to the Aviation Support Officer.
- Daily to the Quality Assurance Officer.
- Weekly to the Stores Officer.

- **Locations Not Inventoried Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS-REWRITE INV

INVENTORY REPORT
LOCATIONS NOT INVENTORIED

PAGE: 1

SCANNER LOCATION	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	NOTE: THIS REPORT CONTAINS THOSE RECORDS WHICH WERE TRANSFERRED TO A SCANNER, BUT HAVE YET TO BE RETURNED TO THE PC. THESE LOCATIONS MUST BE RESEARCHED AND INVENTORIED TO COMPLETE THE INVENTORY.
500012	5305-00-828-9490	SR3518	01	***THIS RECORD NOT IN SCANNER UPLOAD FILE = PLEASE INVESTIGATE***

TOTAL ITEMS FOR THIS REPORT: 1

INV003

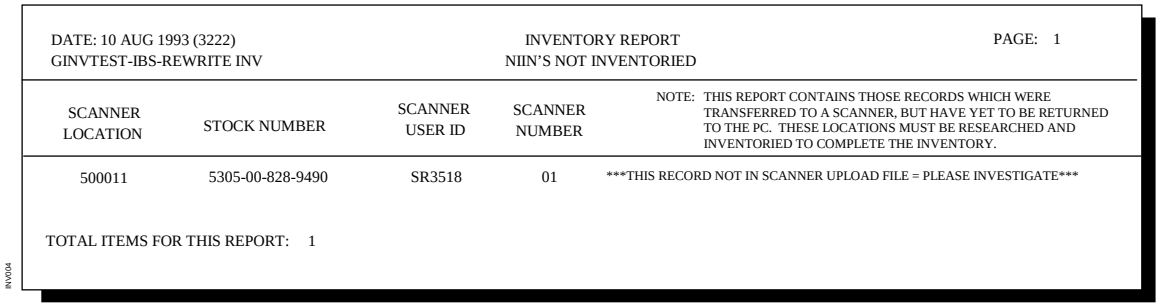
Figure 9

Features. This report provides a list of all location data you transferred to a scanner from the IBS PC during the general-inventory transfer process, that personnel did not inventory as yet. This report requires action only upon completion of the general inventory. If the general inventory is complete and data appears on this report, the Inventory Manager will direct inventory team personnel to conduct causative research and accomplish corrective action.

Distribution. This report has the following distribution requirements:

- Weekly to the Inventory Supervisor,
- Weekly to the Stock Control Officer,
- Weekly to the Material Division Officer,
- Weekly to the Aviation Support Officer,
- Weekly to the Quality Assurance Officer.

- **NIINs Not Inventoried Report.**



DATE: 10 AUG 1993 (3222) INVENTORY REPORT PAGE: 1
GINVTEST-IBS-REWRITE INV NIIN'S NOT INVENTORIED

SCANNER LOCATION	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	NOTE: THIS REPORT CONTAINS THOSE RECORDS WHICH WERE TRANSFERRED TO A SCANNER, BUT HAVE YET TO BE RETURNED TO THE PC. THESE LOCATIONS MUST BE RESEARCHED AND INVENTORIED TO COMPLETE THE INVENTORY.
500011	5305-00-828-9490	SR3518	01	***THIS RECORD NOT IN SCANNER UPLOAD FILE = PLEASE INVESTIGATE***

TOTAL ITEMS FOR THIS REPORT: 1

INV004

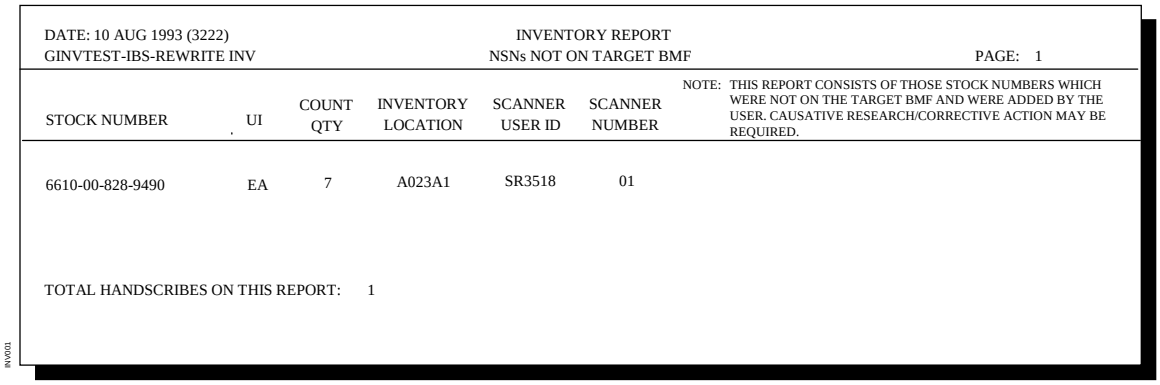
Figure 10

Features. This report provides a list of all the NIIN records you transferred to the scanner from the IBS PC during the general-inventory transfer process, that personnel did not inventory as yet. This report requires action only upon completion of the inventory. If the inventory is complete and data appears on this report, the Inventory Manager will direct that inventory team personnel conduct causative research and accomplish all necessary corrective actions.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor,
- Daily to the Stock Control Officer,
- Daily to the Material Division Officer,
- Daily to the Aviation Support Officer,
- Daily to the Quality Assurance Officer,
- Weekly to the Stores Officer.

- **NSNs Not on Target BMF Report.**



DATE: 10 AUG 1993 (3222) INVENTORY REPORT
GINVTEST-IBS-REWRITE INV NSNs NOT ON TARGET BMF PAGE: 1

NOTE: THIS REPORT CONSISTS OF THOSE STOCK NUMBERS WHICH WERE NOT ON THE TARGET BMF AND WERE ADDED BY THE USER. CAUSATIVE RESEARCH/CORRECTIVE ACTION MAY BE REQUIRED.

STOCK NUMBER	UI	COUNT QTY	INVENTORY LOCATION	SCANNER USER ID	SCANNER NUMBER
6610-00-828-9490	EA	7	A023A1	SR3518	01

TOTAL HANDSCRIBES ON THIS REPORT: 1

INV001

Figure 11

Features. This report provides a list of material found within the target area that does not have a record in the BMF. Some of the causes of this condition are as follows:

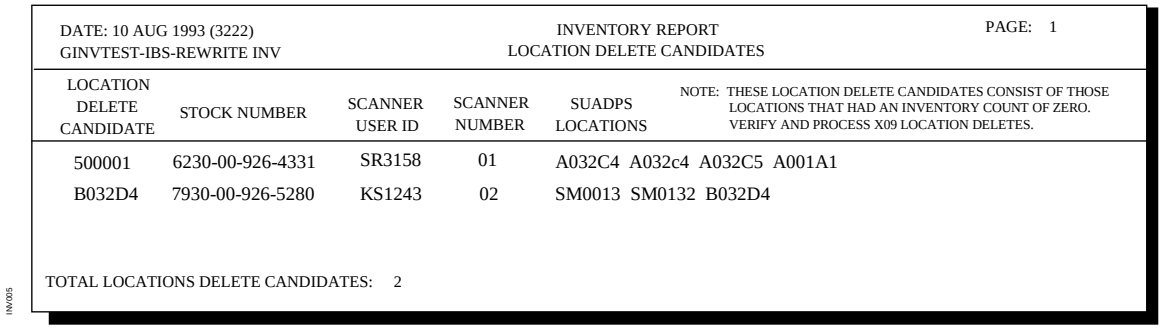
- Personnel placed DTO material in a location by mistake,
- Personnel turned material in to stock but never processed it through the Stow Function,
- Personnel posted the transaction to records as offload material but never transferred it from the ship,
- Personnel designated the material for transshipment to another unit but then mistakenly returned it to stock.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor. This individual will take the appropriate action to correct this erroneous condition. Before establishing a new record or assigning a new location, the Inventory Supervisor must conduct causative research and then review all records.

- ❖ Daily to the Stock Control Officer,
- ❖ Daily to the Material Division Officer,
- ❖ Daily to the Aviation Support Officer,
- ❖ Daily to the Quality Assurance Officer.

- **Location Delete Candidates Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS-REWRITE INV

INVENTORY REPORT
LOCATION DELETE CANDIDATES

PAGE: 1

LOCATION DELETE CANDIDATE	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	SUADPS LOCATIONS
500001	6230-00-926-4331	SR3158	01	A032C4 A032c4 A032C5 A001A1
B032D4	7930-00-926-5280	KS1243	02	SM0013 SM0132 B032D4

NOTE: THESE LOCATION DELETE CANDIDATES CONSIST OF THOSE LOCATIONS THAT HAD AN INVENTORY COUNT OF ZERO. VERIFY AND PROCESS X09 LOCATION DELETES.

TOTAL LOCATIONS DELETE CANDIDATES: 2

INV005

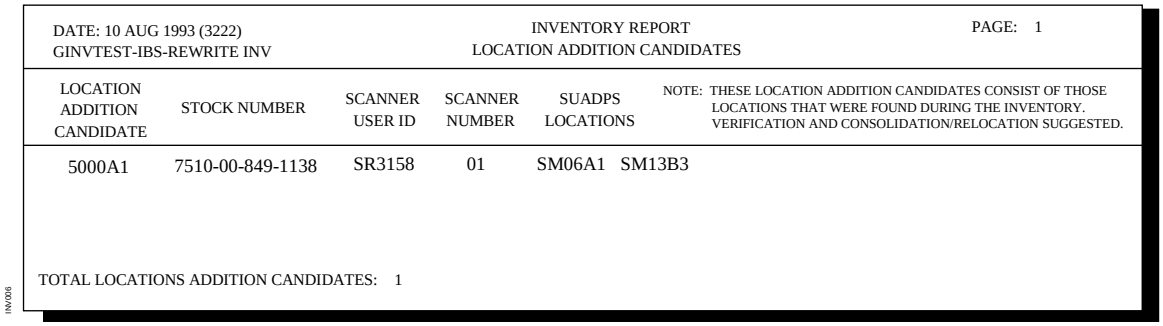
Figure 12

Features. This report provides a list of all the records that personnel returned from the storage area with an inventory-count quantity of zero. The IBS Program generates location-delete transactions (DI X09) for input to SUADPS-RT. Ensure you annotate all actions taken onto this report. Utilize this report to select which location delete records you need to remove from the Output File after transferring data to the Host but before entering it to SUADPS-RT.

Distribution. This report has the following distribution requirements:

- ❖ Daily to the Inventory Supervisor,
- ❖ Daily to the Stock Control Officer,
- ❖ Daily to the Material Division Officer,
- ❖ Daily to the Aviation Support Officer,
- ❖ Daily to the Quality Assurance Officer.

- **Location Addition Candidates Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS-REWRITE INV

INVENTORY REPORT
LOCATION ADDITION CANDIDATES

PAGE: 1

LOCATION ADDITION CANDIDATE	STOCK NUMBER	SCANNER USER ID	SCANNER NUMBER	SUADPS LOCATIONS	NOTE: THESE LOCATION ADDITION CANDIDATES CONSIST OF THOSE LOCATIONS THAT WERE FOUND DURING THE INVENTORY. VERIFICATION AND CONSOLIDATION/RELOCATION SUGGESTED.
5000A1	7510-00-849-1138	SR3158	01	SM06A1 SM13B3	

TOTAL LOCATIONS ADDITION CANDIDATES: 1

INV006

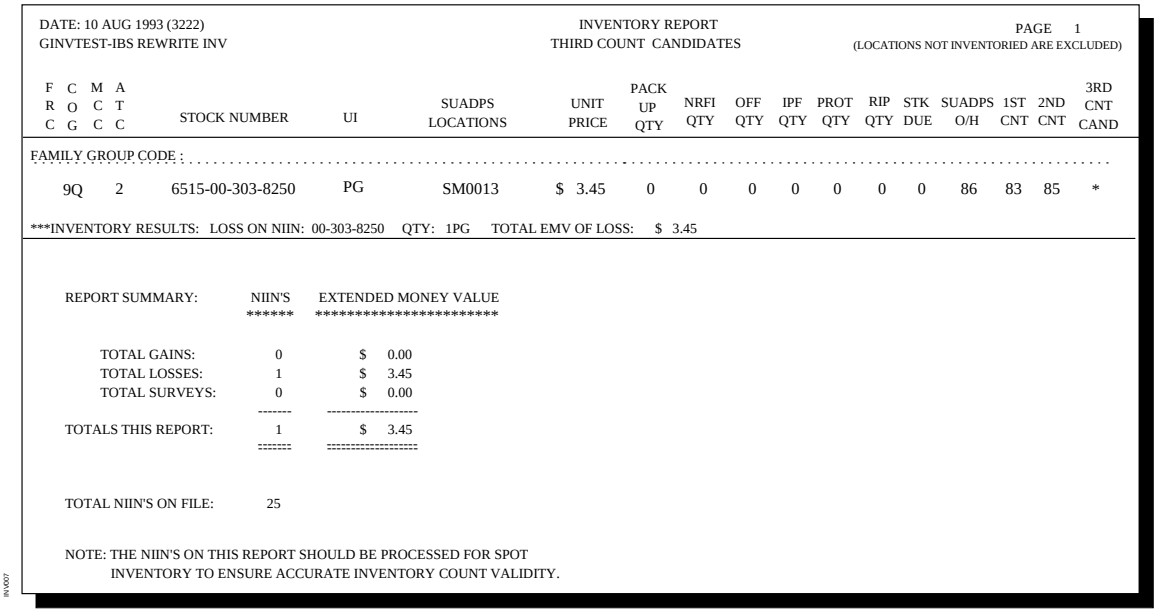
Figure 13

Features. The IBS Program will only generate this report when personnel add new locations to the data already loaded in the scanners. Verify that material is in the location indicated, the program automatically generates the DI X09 transactions that will add the locations to the BMF database.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor,
- Daily to the Stock Control Officer,
- Daily to the Material Division Officer,
- Daily to the Aviation Support Officer,
- Daily to the Quality Assurance Officer.

- **Third-count Candidates Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

INVENTORY REPORT
THIRD COUNT CANDIDATES

PAGE 1
(LOCATIONS NOT INVENTORIED ARE EXCLUDED)

FRC	COG	MCC	ATC	STOCK NUMBER	UI	SUADPS LOCATIONS	UNIT PRICE	PACK UP QTY	NRFI QTY	OFF QTY	IPF QTY	PROT QTY	RIP QTY	STK DUE	SUADPS O/H	1ST CNT	2ND CNT	3RD CNT CAND
FAMILY GROUP CODE :																		
9Q		2		6515-00-303-8250	PG	SM0013	$ 3.45	0	0	0	0	0	0	0	86	83	85	*

***INVENTORY RESULTS: LOSS ON NIIN: 00-303-8250 QTY: 1PG TOTAL EMV OF LOSS: $ 3.45

REPORT SUMMARY:	NIIN'S *******	EXTENDED MONEY VALUE **********
TOTAL GAINS:	0	$ 0.00
TOTAL LOSSES:	1	$ 3.45
TOTAL SURVEYS:	0	$ 0.00
TOTALS THIS REPORT:	1	$ 3.45

TOTAL NIIN'S ON FILE: 25

NOTE: THE NIIN'S ON THIS REPORT SHOULD BE PROCESSED FOR SPOT INVENTORY TO ENSURE ACCURATE INVENTORY COUNT VALIDITY.

INV007

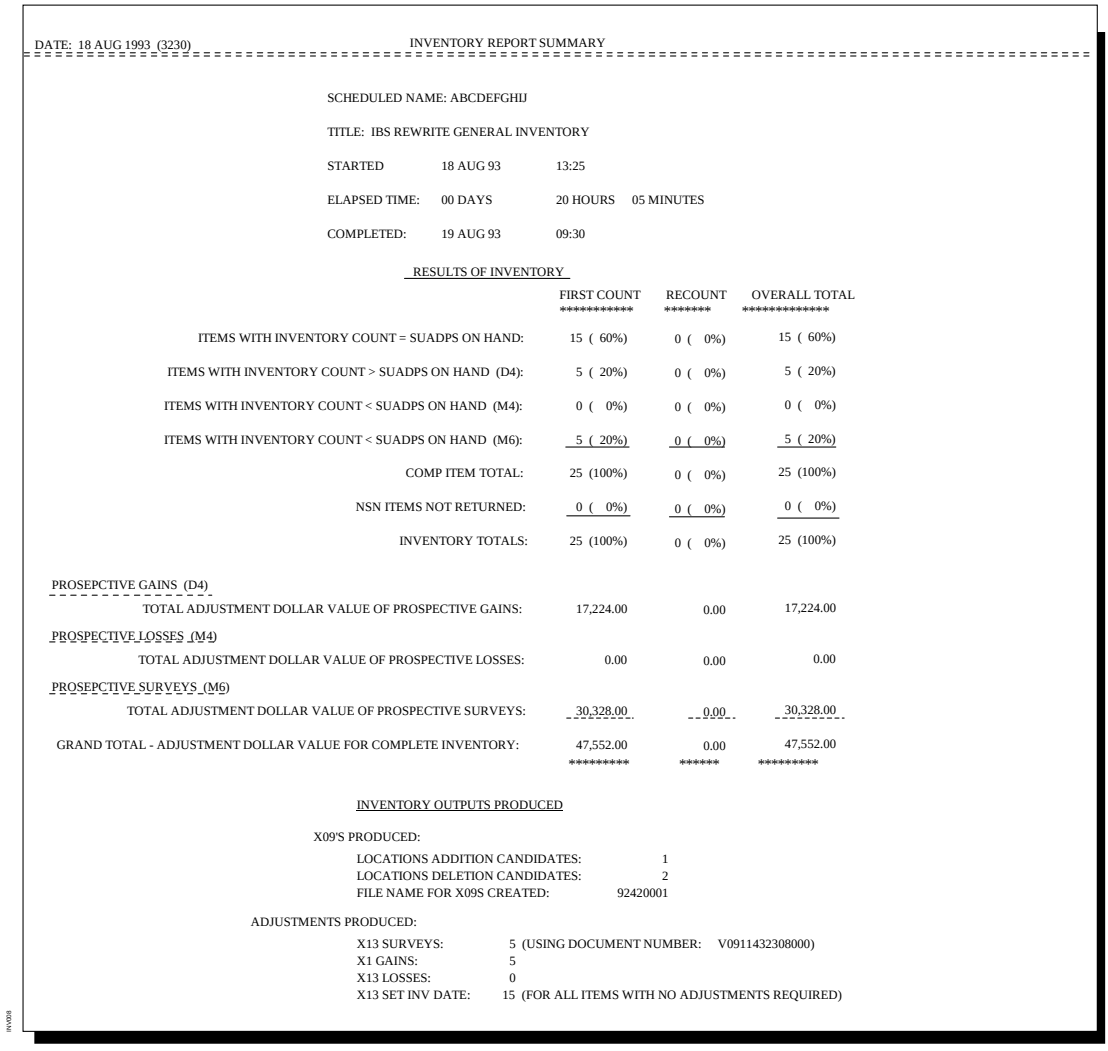
Figure 14

Features. The IBS Program generates this report when BMF on-hand, count, and recount quantities do not agree. It also shows the inventory-adjustment transaction that the IBS Program generated for each record. Annotate the listing, indicating any changes you made to the records. Ensure personnel verify the quantities of the other categories before you apply adjustments. This report provides information for deciding whether or not to send these adjustments to the Host. Therefore, use the report to correct erroneous adjustments and edit the output file after transferring data to the Host but before entering them to SUADPS-RT.

Distribution. This report has the following distribution requirements:

- ❖ Daily to the Inventory Supervisor,
- ❖ Daily to the Stock Control Officer,
- ❖ Daily to the Material Division Officer,
- ❖ Daily to the Aviation Support Officer,
- ❖ Daily to the Quality Assurance Officer,
- ❖ Weekly to the Stores Officer,
- ❖ Weekly to the Supply Officer.

- **Summary Report.**



DATE: 18 AUG 1993 (3230) INVENTORY REPORT SUMMARY

SCHEDULED NAME: ABCDEFGHIJ

TITLE: IBS REWRITE GENERAL INVENTORY

STARTED 18 AUG 93 13:25

ELAPSED TIME: 00 DAYS 20 HOURS 05 MINUTES

COMPLETED: 19 AUG 93 09:30

RESULTS OF INVENTORY

	FIRST COUNT	RECOUNT	OVERALL TOTAL
	**********	********	**********
ITEMS WITH INVENTORY COUNT = SUADPS ON HAND:	15 (60%)	0 (0%)	15 (60%)
ITEMS WITH INVENTORY COUNT > SUADPS ON HAND (D4):	5 (20%)	0 (0%)	5 (20%)
ITEMS WITH INVENTORY COUNT < SUADPS ON HAND (M4):	0 (0%)	0 (0%)	0 (0%)
ITEMS WITH INVENTORY COUNT < SUADPS ON HAND (M6):	5 (20%)	0 (0%)	5 (20%)
COMP ITEM TOTAL:	25 (100%)	0 (0%)	25 (100%)
NSN ITEMS NOT RETURNED:	0 (0%)	0 (0%)	0 (0%)
INVENTORY TOTALS:	25 (100%)	0 (0%)	25 (100%)
PROSEPCTIVE GAINS (D4)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE GAINS:	17,224.00	0.00	17,224.00
PROSPECTIVE LOSSES (M4)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE LOSSES:	0.00	0.00	0.00
PROSEPCTIVE SURVEYS (M6)			
TOTAL ADJUSTMENT DOLLAR VALUE OF PROSPECTIVE SURVEYS:	30,328.00	0.00	30,328.00
GRAND TOTAL - ADJUSTMENT DOLLAR VALUE FOR COMPLETE INVENTORY:	47,552.00	0.00	47,552.00
	**********	*******	**********

INVENTORY OUTPUTS PRODUCED

X09'S PRODUCED:

LOCATIONS ADDITION CANDIDATES: 1
LOCATIONS DELETION CANDIDATES: 2
FILE NAME FOR X09S CREATED: 92420001

ADJUSTMENTS PRODUCED:

X13 SURVEYS: 5 (USING DOCUMENT NUMBER: V0911432308000)
X1 GAINS: 5
X13 LOSSES: 0
X13 SET INV DATE: 15 (FOR ALL ITEMS WITH NO ADJUSTMENTS REQUIRED)

INV008

Figure 15

Features. This report provides summary information for review by all levels of management. The report provides the following data:

- Total number of records, count totals, and percentages of the overall inventory for both the first count and the recount;

- Results of the general inventory, segregated into gains and losses;

- Number of items inventoried, as well as the number of items that still require inventory;

- Total adjustment dollar values of potential gains by inventory (FIR Code D4), potential losses by inventory (M4), and potential losses by survey (M6);

- Overall grand total dollar value for all adjustments;

- Total number of locations not found as well as the number of new locations found;

- Number of records returned with a count quantity of zero and the number of NIIN records found without related records on the target BMF;

- Number of location add and delete records (DI X09), surveys (DI X43), and gain and loss records (DI X13);

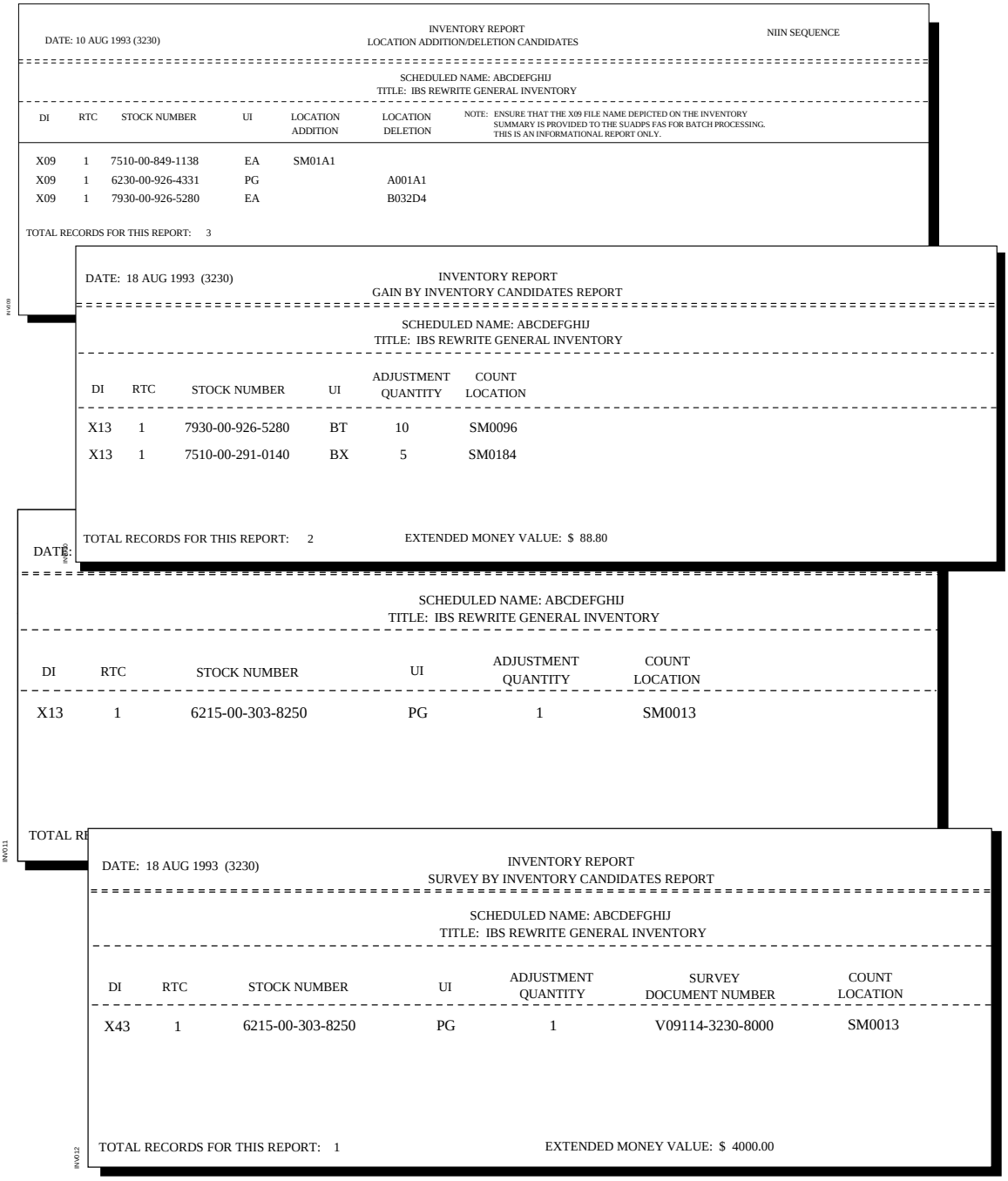
- Number of records without adjustment that only require the system set the inventory date (DI X13).

The IBS Program generates this report when you request it though the inventory report option.

Distribution. This report has the following distribution requirements:

- Daily to the Inventory Supervisor,
- Daily to the Stock Control Officer,
- Daily to the Material Division Officer,
- Daily to the Aviation Support Officer,
- Daily to the Quality Assurance Officer,
- Weekly to the Stores Officer,
- Weekly to the Supply Officer.

- **Adjustment Report.**



DATE: 10 AUG 1993 (3230)

INVENTORY REPORT
LOCATION ADDITION/DELETION CANDIDATES

NIIN SEQUENCE

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	LOCATION ADDITION	LOCATION DELETION
X09	1	7510-00-849-1138	EA	SM01A1	
X09	1	6230-00-926-4331	PG		A001A1
X09	1	7930-00-926-5280	EA		B032D4

NOTE: ENSURE THAT THE X09 FILE NAME DEPICTED ON THE INVENTORY SUMMARY IS PROVIDED TO THE SUADPS FAS FOR BATCH PROCESSING. THIS IS AN INFORMATIONAL REPORT ONLY.

TOTAL RECORDS FOR THIS REPORT: 3

8VO09

DATE: 18 AUG 1993 (3230)

INVENTORY REPORT
GAIN BY INVENTORY CANDIDATES REPORT

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	COUNT LOCATION
X13	1	7930-00-926-5280	BT	10	SM0096
X13	1	7510-00-291-0140	BX	5	SM0184

TOTAL RECORDS FOR THIS REPORT: 2 EXTENDED MONEY VALUE: $ 88.80

8VO10

DATE:

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	COUNT LOCATION
X13	1	6215-00-303-8250	PG	1	SM0013

TOTAL RE

8VO11

DATE: 18 AUG 1993 (3230)

INVENTORY REPORT
SURVEY BY INVENTORY CANDIDATES REPORT

SCHEDULED NAME: ABCDEFGHIJ
TITLE: IBS REWRITE GENERAL INVENTORY

DI	RTC	STOCK NUMBER	UI	ADJUSTMENT QUANTITY	SURVEY DOCUMENT NUMBER	COUNT LOCATION
X43	1	6215-00-303-8250	PG	1	V09114-3230-8000	SM0013

TOTAL RECORDS FOR THIS REPORT: 1 EXTENDED MONEY VALUE: $ 4000.00

8VO12

Figure 16

Features. This report provides a list of all potential DI X09, X13, and X43 adjustments that the general- inventory process generated. Inventory team personnel must conduct all necessary causative research. QA team personnel must review these

reports to ensure inventory personnel conduct the proper research. Then, they transfer valid adjustments and post them to SUADPS-RT. If inventory personnel identify erroneous or invalid records that require deletion from the adjustment file, edit the file after you transfer data to the Host but before updating SUADPS-RT.

Distribution. This report has the following distribution requirements:

- ❖ Daily to the Inventory Supervisor,
- ❖ Daily to the Stock Control Officer,
- ❖ Daily to the Material Division Officer,
- ❖ Daily to the Aviation Support Officer,
- ❖ Daily to the Quality Assurance Officer,
- ❖ Daily to the Stores Officer.

- **Scanner QA Process Summary Report.**

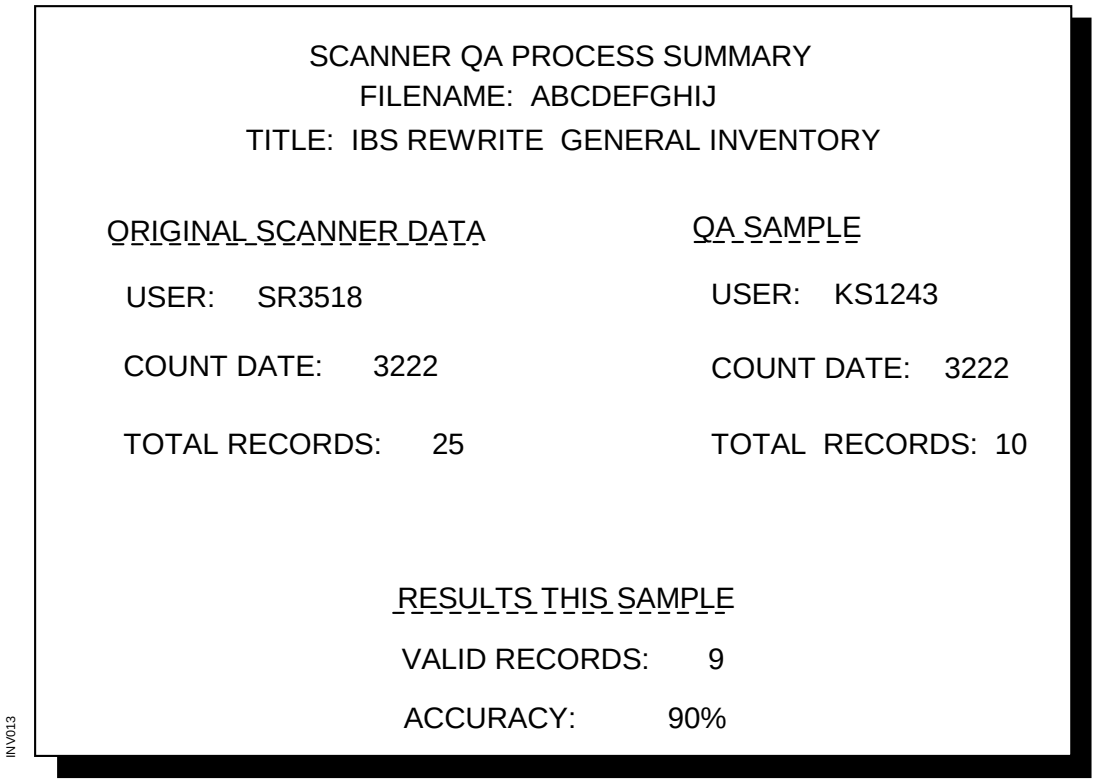


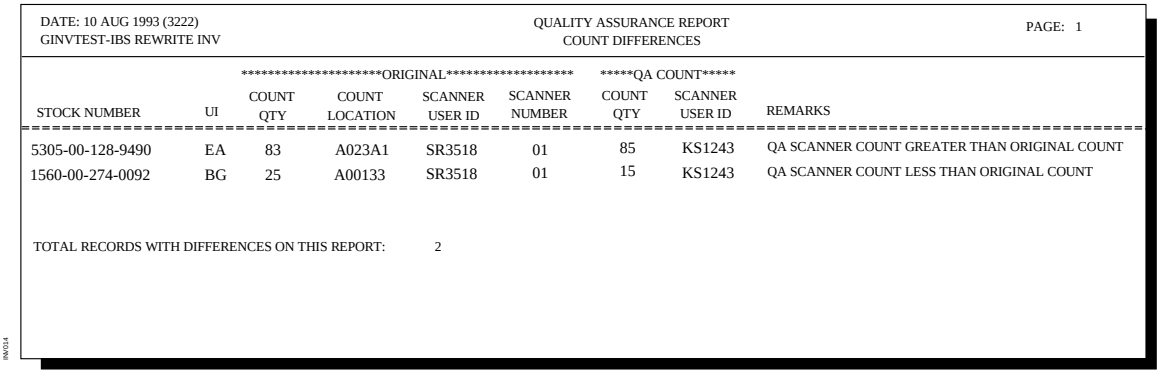
Figure 17

Features. This report provides the Supply QA Team with a method for tracking the performance of inventory team personnel during the inventory process. The report gives a summary of the effectiveness of each individual scanner that QA team members selected for audit.

Distribution. This report has the following distribution requirements:

- ❖ Daily to the Inventory Supervisor,
- ❖ Daily to the Stock Control Officer,
- ❖ Daily to the Material Division Officer,
- ❖ Daily to the Aviation Support Officer,
- ❖ Daily to the Quality Assurance Officer,
- ❖ Daily to the Stores Officer.

- **Quality Assurance Count Differences Report.**



DATE: 10 AUG 1993 (3222)
GINVTEST-IBS REWRITE INV

QUALITY ASSURANCE REPORT
COUNT DIFFERENCES

PAGE: 1

		********** ORIGINAL **********				***** QA COUNT *****		
STOCK NUMBER	UI	COUNT QTY	COUNT LOCATION	SCANNER USER ID	SCANNER NUMBER	COUNT QTY	SCANNER USER ID	REMARKS
5305-00-128-9490	EA	83	A023A1	SR3518	01	85	KS1243	QA SCANNER COUNT GREATER THAN ORIGINAL COUNT
1560-00-274-0092	BG	25	A00133	SR3518	01	15	KS1243	QA SCANNER COUNT LESS THAN ORIGINAL COUNT

TOTAL RECORDS WITH DIFFERENCES ON THIS REPORT: 2

RWG14

Figure 18

(**Features.** This report provides Supply QA Team personnel with a listing of the differences between the counts on the inventory team scanner and the QA scanner. They will then forward the report to the IBS or Site Coordinator for acceptance or rejection of scanner data. If you reject the scanner data, all NSN records on the scanner will require re-inventory.

(**Distribution.** This report has the following distribution requirements:

- Daily to the Inventory Supervisor,
- Daily to the Stock Control Officer,
- Daily to the Material Division Officer,
- Daily to the Aviation Support Officer,
- Daily to the Quality Assurance Officer,
- Daily to the Stores Officer.

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